Master of Social Work
Application Checklist

✓ Application Deadlines:
  Advanced Standing and Summer Block - March 1, 2009
  2YR and 3YR models - April 10, 2009

✓ Application packets MUST be assembled prior to submitting it to the Department of Social Work Admissions Office.
 ✓ Incomplete and late applications will not be evaluated.
 ✓ All material submitted to the Department of Social Work becomes official University property.

 boiling

 Name ___________________________ Date Submitted ___________________________

 _____ Completed application signed and dated

 _____ Personal statement

 Official transcripts from all colleges and universities attended
 1. __________________________
 2. __________________________
 3. __________________________
 4. __________________________
 5. __________________________

 Three reference forms
 1. __________________________
 2. __________________________
 3. __________________________

 _____ University application—University deadline is April 10, 2009. Apply online at cumentor.edu.

 University Application Identification #: ____________________________

 Attach this cover sheet to your MSW Application once you have collected the above documents. You may either mail it to the address below or deliver it yourself. Make copies of the application for your records.

 California State University, Long Beach
 Department of Social Work - Admissions
 1250 Bellflower Blvd.
 Long Beach, CA 90840-4602

 PLEASE READ CAREFULLY:
 Admission to the Department is contingent upon admission to the University by Enrollment Services. The University application is a separate process. Transcripts from all colleges and/or universities attended should be submitted to the Department of Social Work AND University Enrollment Services. Your online application to the University does require a $55.00 fee. There is no application fee for the Department of Social Work.
Master of Social Work

Admission Application

APPLICATION DEADLINES:  
Advanced Standing and Summer Block - March 1, 2009
2YR and 3YR Models - April 10, 2009

If you are applying for the DISTANCE EDUCATION program indicate which campus:

Social Security Number: ____________________________

CSULB Campus ID: ____________________________

Name: ____________________________
Last First Middle Initial Maiden

Address: ____________________________
Street City State Zip

Phones: ____________________________
Cell Home Work

E-Mail Address: ____________________________

Date of Birth: ____________________________

Male [ ] Female [ ] U.S. Citizen: Yes[ ] No[ ] Permanent Resident: Yes[ ] No[ ]

Ethnicity
[African American/Other Black [ ] American Indian/Native American [ ] Asian American [ ] Mexican American
[ ] Puerto Rican [ ] Other Latino/Hispanic [ ] Pacific Islander [ ] White/Caucasian
[ ] Multiple Race/Ethnicity [ ] Foreign (no resident visa) [ ] Other [ ] Unknown

If you are applying for the Distance Education program you must choose the three year CYF. Applicants for the Distance Education program can not do the Pupil Personnel Services Credential (PPS). Applicants for the Distance Education program are only eligible for the CalSWEC stipend.

Program Options: The Department offers an Advanced Standing Program as well as an array of full-time and part-time program models. Admission to a selected program model depends on faculty assessment of applicant files and availability. Program Model and stipend program descriptions can be found on the university website at:

Selection of Program Model: Applicants are given three choices; select your choices below using the number 1 as your first choice, 2 as your second, and 3 as your third.

___ Advanced Standing CYF
___ Advanced Standing OAF
___ Summer Block CYF

___ Two year CYF
___ Two year OAF
___ Three year CYF
___ Three year OAF

If you are interested in the Pupil Personnel Services Credential (PPS) you must choose a CYF model. PPS ______

**Are you interested in any of the following stipends?**

[ ] California Social Work Education Center (CalSWEC)
[ ] Inter-University Consortium (IUC)
[ ] Geriatric Social Work Education Consortium (GSWEC)
[ ] Mental Health (CalSWEC)
[ ] Mental Health (Los Angeles County)
List any languages other than English you are fluent in: ___________________________ read/write Yes [ ] No [ ]

(Optional) If you have specific physical or other challenges, please list any special requirements you may need to complete this course of study: ________________________________________________________________

INTERNATIONAL STUDENTS
Non-Resident International? [ ] Yes [ ] No [ ] N/A If Yes, include transcripts and contact the Center for International Education at (562) 985-5476, if you have not already done so. This is a critical step in the admissions process. Applicants who possess a bachelor’s degree from a college or university where English is not the principle language of instruction must pass the Test of English as a Foreign Language (TOEFL).

Prerequisite Course
Prerequisite (You must receive a grade of “C” or better):

1. Statistics (in any subject area)
   Course Number and Title: ___________________________ Units: ________
   College or University: ___________________________ Semester and Year: ________

Academic Record
Transcripts:
List all your academic work beyond high school. A transcript is required from each college or university attended.

<table>
<thead>
<tr>
<th>College or University</th>
<th>Dates Attended</th>
<th>Major</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
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<td></td>
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</table>

Grade Point Average
The University requires a minimum GPA of 2.5 in your last 60 semester or 90 quarter units prior to graduation.

GPA for your last 60 semester or 90 quarter units: ________ Number of units: ________

Transfer Students
Students requesting a transfer from other MSW programs may only apply to the summer block or three year program models.

Are you requesting status as a transfer student? ___Yes ___No
If yes, please indicate school attended, and provide a letter from the Dean/Director of your program documenting your academic standing in the program. School: ____________________________

Were you previously enrolled in an MSW program? Yes [ ] No [ ]
If Yes, you must provide a letter from the Dean/Director of the school previously attended documenting your academic status. You must also provide a letter from the Director/Coordinator of field education documenting your performance while enrolled in the program.

Are you currently applying or planning to apply to other schools of social work? Yes [ ] No [ ]

List schools: ____________________________
## Experience

**STUDENTS ARE NOT GIVEN CREDIT TOWARD DEGREE REQUIREMENTS FOR LIFE EXPERIENCE.**

You must calculate the total amount of experience hours you have accumulated so far (See Example).

Example: 1 Year of experience at 40 hours per week would use the following calculation:

\[
\begin{align*}
1 \text{ Year} &= 12 \text{ Months} & 1 \text{ Month} &= 4 \text{ Weeks} & 40 \text{ Hrs per Week} \\
12 \text{ Months} \times 4 \text{ Weeks} &= 48 \text{ Weeks} & 48 \text{ Weeks} \times 40 \text{ Hrs} &= 1920 \text{ Total Hours}
\end{align*}
\]

Are you currently working for one of the following agencies?

- [ ] L.A. County Department of Children and Family Services
- [ ] Orange County Department of Social Services
- [ ] Los Angeles County Department of Social Services
- [ ] Other public child welfare or social service agency

---

**Employment History** List your most recent job first. Include all paid and volunteer experience. Provide a detailed description of your job duties. Attach additional pages if necessary. **Do not attach a resume in place of completing this form.**

<table>
<thead>
<tr>
<th>Position Was:</th>
<th>Paid</th>
<th>Volunteer</th>
<th>Field Work (internship)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Place of Employment</strong></td>
<td>Your Title</td>
<td>Supervisor/Title</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
<tr>
<td>Duties:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start date:</td>
<td>End date:</td>
<td>Total hours</td>
<td></td>
</tr>
</tbody>
</table>

Was Supervisor a: (circle one) BASW  MSW  LCSW  DSW  Ph. D. in SW  None of the above

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<table>
<thead>
<tr>
<th>Position Was:</th>
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<tr>
<td>Start date:</td>
<td>End date:</td>
<td>Total hours</td>
<td></td>
</tr>
</tbody>
</table>

Was Supervisor a: (circle one) BASW  MSW  LCSW  DSW  Ph. D. in SW  None of the above
| Position Was: ___Paid       ___Volunteer       ___Field Work (internship) |
|-----------------------------|-----------------------------|-----------------------------|
| Place of Employment         | Your Title                  | Supervisor/Title             |
| Street Address              | City                        | State                       | Zip |
| Duties:                     |                             |                             |
|                             |                             |                             |
| Start date:                 | End date:                   | Total hours                 |
|                             |                             |                             |
| Was Supervisor a: (circle one) | BASW  MSW  LCSW  DSW  Ph. D. in SW | None of the above |

- Position Was: ___Paid       ___Volunteer       ___Field Work (internship) |
- Place of Employment         | Your Title                  | Supervisor/Title             |
- Street Address              | City                        | State                       | Zip |
- Duties:                     |                             |                             |
-                             |                             |                             |
- Start date:                 | End date:                   | Total hours                 |
-                             |                             |                             |
- Was Supervisor a: (circle one) | BASW  MSW  LCSW  DSW  Ph. D. in SW | None of the above |

- Position Was: ___Paid       ___Volunteer       ___Field Work (internship) |
- Place of Employment         | Your Title                  | Supervisor/Title             |
- Street Address              | City                        | State                       | Zip |
- Duties:                     |                             |                             |
-                             |                             |                             |
- Start date:                 | End date:                   | Total hours                 |
-                             |                             |                             |
- Was Supervisor a: (circle one) | BASW  MSW  LCSW  DSW  Ph. D. in SW | None of the above |
The Department Reference Form must be completed and submitted with application. Please see page 8 of the application for instructions. Letters on stationary can be attached to the form. Forms from other institutions will not be accepted.

List below the three persons from whom you will request references. Indicate their relationship to you, and whether the reference is from an academic or professional source. A reference from your current supervisor is preferred, especially if social work related (i.e. work, volunteer or internship). Personal references from friends, family, and neighbors are not appropriate.

Name | Relationship | Academic/Professional
---|---|---
Reference 1 | | |
Reference 2 | | |
Reference 3 | | |

How Did You Learn About Our Program? (Check all that apply)
[ ] Presentation at Work: Location __________________ [ ] CSULB Information Meeting ______________
[ ] University Career/Grad Day Location ______________ [ ] Personal Reference _______________________
[ ] Conference/Meeting/ Event Location ______________ [ ] Other: _____________________________
[ ] Department of Social Work Ad Publication ___________

Emergency notification:
Name: ________________ Relationship to you: ________________
Address: 
Street __________________ City State Zip Phone ______________________

PLEASE READ THE FOLLOWING IMPORTANT INFORMATION.

The applicant is responsible for assembling the application packet prior to submitting it to the Department of Social Work admissions office. Application contents must include pages 1 through 6 of the application, the personal statement, transcripts from all colleges and universities, and three Department Reference Forms. All material submitted to the Department of Social Work becomes official University property. Incomplete and late applications will not be evaluated.

It is understood that in applying to the CSULB Department of Social Work the applicant is aware of the necessary commitments of time, energy, finances, and health for the rigors of graduate study and professional social work. The Department of Social Work reserves the right, on the basis of educational or professional judgment, to reject an applicant or to dismiss an admitted student whose academic record or performance in field instruction does not meet minimum expectations or whose performance is not consistent with the accepted standards for professional behavior. The Department of Social Work determines the field work agencies to which students will be assigned, and the majority of field work agencies are located in low income, urban areas. If admitted to the MSW program, the applicant agrees to accept the field work placement assigned by the field faculty of the Department. Once admitted to a specific concentration (Older Adults & Families or Children Youth & Families), students cannot change concentration. Once admitted to a particular model, students are not allowed to change models except with the permission of the Graduate Coordinator.

***Please be aware that as Social Workers, we are mandated by law to report incidence of child or older adult abuse.**

Your signature below certifies that you have read and understood the above statements and that all material you have submitted for consideration is complete and accurate.

Applicant Signature ___________________________ Date __________________

California State University, Long Beach provides equal opportunity in education without regard to race, color, national origin, sex, sexual orientation or handicap in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 604 of the Vocational Rehabilitation Act of 1973.
Personal Statement

Please make sure to respond to each of the specific questions in a type written autobiographical statement of approximately 7 - 9 pages total, double spaced, using any format you wish, discussing each of the following points. Failure to address the above points will affect your overall application.

Personal

1. Describe how your interest in social work developed and the philosophy upon which this interest is based. Include illustrations from educational, vocational and/or personal experience that stimulated your interest.
   a. What is your understanding of social work values?
   b. How does this understanding fit with your own value system?

2. As social work is one of the helping professions, describe any experiences that you or a member of your family had in getting help with a problem and the meaning of these experiences for you.

3. Why have you selected social work as a career choice? What are the goals which you have developed for a professional career in social work? How do you believe a graduate education will help you achieve these goals?

4. Keeping in mind that our department has a strong cross-cultural emphasis; describe the attributes you will bring to the program consistent with this emphasis. Describe experiences that contributed to your development in this area.

5. If you do not currently work in the social work field, describe how your work or volunteer experience relates to professional social work activities. Please be as specific as possible in detailing the similarity to social work activities.

Professional

6. Answer either a) or b):
   a. If you have prepared for or been employed in another field of work, discuss why you want to change to social work and what you have done to prepare yourself for the field.
   b. If you have worked in a social agency (volunteer or employment), describe in detail a situation in which you have felt the lack of professional education as you have tried to be of help to an individual or group.

7. What do you consider to be your personal strengths and limitations in relation to your development as a professional social worker?

8. Describe additional significant achievements or personal information, etc., not reflected in the enclosed forms, that might enhance your application. For example, you may include a list of publications, professional presentations, honors, and awards etc.

Educational

9. Outline the plan you have made for completing the program. Discuss financial issues, time management issues, and the demands of social work graduate education.

10. Describe your plans for making days available for field work (i.e., 2 days per week, M-F, 8am-5pm for full time and part-time models; or 4 days per week, M-W & F, 8am-5pm for the Summer Block model.)

11. Briefly describe learning objectives for this program.

Vignettes/Case Illustrations

12. Draw from your own work, volunteer, or personal experiences to provide illustrations of how you handled similar situations as noted in (a) and (b) below. Make sure not to use names or information that might violate the confidentiality of the individuals you decide to use in your descriptions. For both (a) and (b), explain how you may have grown or learned from the experiences you describe.
   a. Describe a situation in which you were confronted with a value or ethical conflict. How did you resolve it? What were some of the factors you considered in making your decision? How was the client benefited?
   b. Discuss a difficult or dangerous situation you encountered in working with a client or patient. How did you handle the situation? What would you do differently in the future? Are there any situations in which you would feel particularly vulnerable as a student? How would you expect the Department to assist your educational and skill building concerns in order to handle that type of situation?
Master of Social Work

Reference Form

To be completed by applicant.

Type of Reference: Academic [ ] Professional [ ]

Name of Applicant

Date of Request

Referent's Name

Occupation

Street Address

City

State

Zip

Phone

Email

In accordance with the Family Education Rights and Privacy Act of 1974, I give permission to release confidential information for the purpose of application to the Master of Social Work Program.

I do [ ] do not [ ] wish to waive my right to review this letter of reference.

Applicant's Signature

Date

The above-named individual has applied for admission to the Social Work Program at California State University, Long Beach. Your assessment of the applicant will assist the Admissions Committee. This form is provided for your convenience. The provisions of the Family Educational Rights and Privacy Act of 1974, as amended, apply to the contents of this form.

To be completed by referent.

How long and in what connection have you known the applicant?

List skills that demonstrate the applicant’s potential in the social work profession:

List areas that need development and/or characteristics that may hinder the applicant’s effectiveness as a social worker:
Letter of Reference (continued)

Please rate the applicant relative to other students or employees whom you have known in the same field in recent years. Explain as needed in the comments section. Please feel free to make further comments on additional sheets.

<table>
<thead>
<tr>
<th>Category</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Your impression of professional competence</td>
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<td>Ability to conceptualize, organize and communicate ideas (verbal and written)</td>
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<td>Ability to establish and maintain relationships with:</td>
<td>Peers</td>
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<td>Supervisors</td>
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<td>Clients</td>
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<td>Concern for and participation in the resolution of social issues</td>
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<td>Awareness of and sensitivity to issues of, ethnicity, gender, age and ability</td>
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<td>Effectiveness in working with culturally different individuals and/or groups</td>
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<td>Level of maturity and stability</td>
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<td>Motivation for graduate study</td>
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OVERALL RECOMMENDATION (CHECK ONE):

[ ] recommend the applicant without reservation as an excellent prospect.
[ ] recommend the applicant as a good prospect.
[ ] I have some reservations, but think the applicant should be given a chance to prove him/herself; please call me (    ) ________________________________
[ ] I think that the applicant is not suited for the program; please call me (    ) ________________________________

__________________________
Signature

__________________________
Date

Please give this reference to the applicant in a sealed envelope with your signature on the seal. Feel free to make further comments on additional sheets and attach to this form.

California State University, Long Beach
Department of Social Work - Admissions
1250 Bellflower Blvd.
Long Beach, CA 90840-4602

California State University, Long Beach provides equal opportunity in education without regard to race, color, national origin, sex, sexual orientation or handicap in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 604 of the Vocational Rehabilitation Act of 1973.
Master of Social Work

GPA Computation

In order to be admitted to the University as either a post-baccalaureate unclassified student, or graduate student the applicant must meet the following requirements:

- Have earned a baccalaureate degree from an accredited college/university.
- Have been in good standing at the institution attended.
- Have at least a 2.5 grade-point average (GPA) in the last 60 semester/90 quarter units attempted.

You are required to compute your GPA. Please follow directions and compute your GPA carefully. Results will be cross-checked with University Enrollment Services. For your convenience you may want to refer to www.iastate.edu/~registrar/gpa-calc/gpacalculator.html for assistance.

Review all Transcripts

- Do not use No Credit (NC) and No Pass (NP) grades/units.
- Do not use first attempt of repeated courses.
- Do not use W grades/units.
- Use Credit (CR) or Pass (P) grades/units in determining the unit cut off, then subtract from your total units. (see reverse)
- Once you receive your first bachelors, you may not use lower-division courses.

1. Beginning with your most recent term, count backward until you have 60 semester units. If the 60th semester unit falls in the middle of a term, include the entire term in your calculation. Count up your total units (subtract CR and P). If your total units add up to 51 once you subtract CR and P units, you will still use 51 units as your total.

2. Add up your total grade points. To determine grade points multiply (units \times grade):
   - A = 4 grade points per unit
   - B = 3 grade points per unit
   - C = 2 grade points per unit
   - D = 1 grade point per unit
   - F = 0 grade points per unit.

   Using a (3) unit course you received an A in you would multiply 3 \times 4 = 12 grade points. Using a (4) unit course you received a B in you would multiply 4 \times 3 = 12 grade points.

3. Divide total grade points by total units (grade points \div units = GPA).

   With the A you received in the (3) unit course and the B you received in the (4) unit course your total units would be 7 and total grade points 24. You would then divide-grade points-24 by units-7 = 3.43.

- To convert quarter units/grade points to semester units/grade points, multiply quarter units by (20 or .666) For example, 4 quarter units \times .666 = 20 semester units; 90 quarter units = 60 semester units.

- If your GPA is below 2.5 we suggest you take upper-division courses through Open University. Contact University College & Extension Services (UCES) 562-985-5561 for more information on taking courses through Open University.

- The Department of Social Work will verify your reported GPA with Enrollment Services.

Revised 09/16/2008
New Program Announcement
The Department of Social Work is pleased to announce the implementation of its graduate Advanced Standing Program. The Advanced Standing Program is designed to facilitate completion of MSW degree requirements for students who have had two years of social work education at the BSW level. The Advanced Standing Program eliminates the redundancy of the repeating core social work concepts taught at the BSW level such as values, ethics, and methods of practice, which are also taught during the first year of the MSW program.

Essentials of the Advanced Standing Program
Students who have a 3.0 GPA and a BSW degree are conditionally admitted to the MSW Advanced Standing Program. Upon successful completion of an intensive Summer Bridge Module (see below), the core content from the 1st year of the traditional MSW program (or 30 units) will be waived and students will be Advanced to Candidacy to begin year two of the traditional MSW program curriculum.

Admission Criteria
In addition to the Department's basic admissions application procedures detailed in this application packet as well as University application procedures, the following are requirements for all Advanced Standing applicants:
- Graduation, within the last 5 years, from an undergraduate social work program that is accredited by the Council on Social Work Education at the time of the applicant's graduation.
- Applicants must have a cumulative 3.0 (on a 4.0 scale) grade point average for all undergraduate work.
- Provisional acceptance for persons currently enrolled in BASW/BSW programs is contingent on the successful completion of that program plus submission of a reference letter from an undergradate's current field instructor, as well as a reference letter from the applicant's program advisor or a professor who taught one of the required courses during the senior year. The third reference should be from a professional source.
- All acceptances to the Advanced Standing Program are conditional until University Enrollment Services admits a student and all Summer Bridge modules have been successfully completed.
- Applicants must pass the Graduate Writing Assessment Requirement (GWAR) or the Writing Proficiency Exam (WPE) prior to entering the program.

Curriculum for 2009 – 2010 Advanced Standing MSW
The Advanced Standing Program includes a 12-week summer session (June 1st - August 21st). The summer bridge includes six modules (see below), which are graded credit/no credit.

<table>
<thead>
<tr>
<th>Summer Bridge Module Summer 2009</th>
<th>Second Year Fall 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Field Work- 16 hours per week for 10 weeks plus 2-4 hours of seminar per week. Field Work Internship Total Hours 160</td>
<td>660/661 Practice Individuals/Families</td>
</tr>
<tr>
<td>2. Human Behavior</td>
<td>680A Field Seminar III</td>
</tr>
<tr>
<td>3. Social Policy</td>
<td>693 Community Projects II</td>
</tr>
<tr>
<td>4. Research</td>
<td>698A Thesis I</td>
</tr>
<tr>
<td>5. Practice</td>
<td>500/600 Social Work Elective</td>
</tr>
<tr>
<td>6. Technology</td>
<td>Spring 2010</td>
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<tr>
<td></td>
<td>670 Administrative Practice</td>
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<td></td>
<td>680B Field Seminar</td>
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<td>682 Advanced Policy</td>
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<td></td>
<td>699A Thesis II</td>
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<tr>
<td></td>
<td>500/600 Social Work Elective</td>
</tr>
</tbody>
</table>

Program Tuition Cost
Total registration fees for the Advanced Standing program is $6,225. The Department will post detailed information on our website www.csulb.edu/depts/socialwk prior to the start of the Summer Bridge.

Revised 09/16/2008