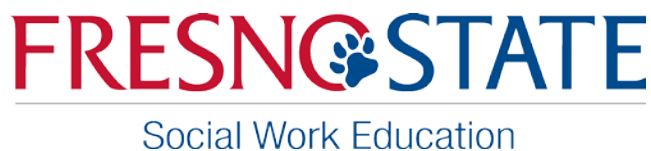


MASTER OF SOCIAL WORK FALL 2017 APPLICATION INSTRUCTIONS



PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING YOUR APPLICATION. Many of the typical questions that applicants have are addressed below.

THE MSW PROGRAM HAS THE FOLLOWING REQUIREMENTS:

1. A bachelor's degree from an accredited four year college/university. A bachelor's degree in social work is not required for admission to the MSW program.
2. A minimum cumulative GPA of 2.75 of graded work. Applicants who have a cumulative GPA of less than 2.75 must provide a cover letter in which they explain the circumstances that affected their cumulative GPA, and evidence to demonstrate their potential to successfully complete graduate level course work (e.g., grades received in upper division or graduate level coursework taken since receiving the BA degree). Additional consideration would be demonstrated commitment to the profession as evidenced by a significant number of years (e.g., over 6 years) of employment as a human services professional. For applicants with cumulative GPA less than 2.5 (the minimum required by the university), your application will **NOT** be reviewed or considered.
3. Evidence of a "liberal arts" education. Your undergraduate education must have breadth, i.e., include courses in the sciences, arts and humanities, and social sciences. General education patterns often provide much of this breadth. (This expectation does not require a major in Liberal Studies.)
4. Prerequisite course work must be taken for letter grades (or document that CR means a "C" or better); you must earn a minimum grade of "C" in each course – there are 3 course prerequisites; 1) Data Analysis, 2) Human Development, and 3) Cultural Diversity. ***Please visit our website to view the lists of courses accepted for each of the three prerequisites.*** <http://fresnostate.edu/chhs/social-work/masters/prerequisites.html>

PREREQUISITES: Non-Social Work Majors

1. DATA ANALYSIS

- a. A specific data analysis (quantitative or qualitative) course in a social science discipline (e.g., psychology, anthropology, sociology, criminology). Similar courses in areas such as education, health science, and human services are also accepted.
- b. If the data analysis content was contained within a "research methods" course, you should provide a course description and a syllabus to document this content. Data analysis must make up at least 70% of the course content.
- c. Introductory statistics taken to meet the lower division math requirement in a GE pattern is not accepted UNLESS it meets a stated data analysis requirement for a social science major (e.g., psychology, anthropology, sociology, criminology) and your course work includes at least 1 research methods course in the social science major or a more general research methods course for the "social sciences" that is required for the major. Please provide documentation of these requirements.

2. HUMAN DEVELOPMENT OVER THE LIFE SPAN AND HEALTH ISSUES

- a. A course that includes content such as human development over the life span, the biological bases of behavior, and health issues over the life span (covers prenatal to old age).
- b. Introductory Biology courses, cell/human biology, human sexuality, etc. **ARE NOT** accepted.

3. CULTURAL DIVERSITY

- a. MUST be an upper division course in study of an ethnic/cultural group or community/group based on identity or status. Community college/junior college courses do not satisfy this prerequisite.

REGARDING PRE-REQUISITES:

YOU SHOULD CONSULT THE ADMISSIONS CHAIR/MSW PROGRAM COORDINATOR:

- ***If you have any questions about meeting prerequisites:***
 - You should have copies of your transcripts, course descriptions and/or syllabi available for review.
- ***To inquire whether a course you have already taken meets one of the requirements:***
 - You should make your request in writing (a brief memo, letter, or email), and include a copy of the course syllabus. Proper revision of a course cannot be made without a course syllabus.
 - A written response will be given (by email); you should keep a copy of this response.

When admitted into the program you will be required to complete all prerequisites before the beginning of the Fall semester.

PLEASE FOLLOW THE STEPS BELOW TO APPLY

- 1) Complete the required **UNIVERSITY GRADUATE ADMISSION APPLICATION**, at www.csumentor.edu
 - Save your receipt/confirmation page in order to include it in your packet.
- 2) Complete the **GRE EXAM (GENERAL TEST)** *by our suggested date of December 15, 2016.*
 - a. GRE results must be within the past 5 years. Only the writing portion will be considered.
 - b. Go to www.ets.org/gre in order to find a testing center near you, or visit the campus testing center located in the Family & Food Science Building, Room 110 (559-278-2459). Visit our website for further information.
- 3) Complete the **MSW PROGRAM APPLICATION**, at <http://bit.ly/2biLo8D>

THE MSW PROGRAM APPLICATION PACKET

1. **YOUR PACKET MUST BE DELIVERED IN PERSON TO THE DEPARTMENT OFFICE IN PHS 128 NO LATER THAN 6:00 PM (WHERE IT WILL BE DATE/TIME-STAMPED) OR POSTMARKED BY TUESDAY, JANUARY 31, 2017.**
2. **ALL REQUIRED MATERIALS MUST BE SUBMITTED AT THE SAME TIME IN A SINGLE ENVELOPE/PACKET.** à

REQUIRED APPLICATION PACKET MATERIALS CONSIST OF THE FOLLOWING:

- a. **THE MSW PROGRAM APPLICATION;** Complete all required sections.
- b. **THE STATEMENT OF PURPOSE ESSAY;** Please print out single-sided, double-spaced, Times New Roman 12, 5 pages in length. Any statement of purpose exceeding 5 pages in length will not be scored past the initial 5 pages.
 - * In preparation of your Application and Statement of Purpose, we strongly recommend that you review the following websites and use them as resources.

- National Association of Social Workers: www.naswdc.org
 - NASW Code of Ethics: <http://www.socialworkers.org/pubs/code/default.asp>
 - Council on social Work Education: <http://www.cswe.org/>
 - Department of Social Work Education webpage: <http://www.fresnostate.edu/chhs/social-work/index.html>
- c. **3 REFERENCES;** All references should use the **DEPARTMENT REFERENCE FORM**, they may add an additional letter apart from the Reference Form. The reference returns the **DEPARTMENT REFERENCE FORM** to you **in a sealed envelope with his/her name written across the sealed flap**. If needed, you should provide your reference with a stamped self-addressed envelope. Suitable references include employers/supervisors, professional and academic references. Do not use relatives or social acquaintances as references.
- i. DO NOT OPEN THE REFERENCE ENVELOPE OR IT WILL NOT BE ACCEPTED BY THE SOCIAL WORK DEPARTMENT AS PART OF YOUR APPLICATION PACKET.
 - ii. YOUR REFERENCE(S) SHOULD NOT SEND IN HIS/HER REFERENCE LETTER SEPARATELY; THE DEPARTMENT WILL NOT ACCEPT IT.
- d. **UNIVERSITY APPLICATION RECEIPT;** (Last page of CSU Mentor Application/or confirmation email)
- e. **GRE SCORES;** Turn in your **GRE Test Score Sheet** (Print out proof of scores). GRE scores must be within the last 5 years. GRE scores older than 5 years will not be accepted.
- f. **UNOFFICIAL TRANSCRIPTS OR PHOTOCOPIES (FRONT AND BACK) OF TRANSCRIPTS** from **ALL** post-secondary institutions you have attended (Community and 4-year colleges/universities).
- i. OFFICIAL transcripts will be required to be sent to the Graduate Admissions Office as requested through the CSU mentor Application process. INCLUDING OFFICIAL TRANSCRIPTS IN YOUR DEPARTMENT APPLICATION DOES NOT CLEAR YOU WITH GRADUATE ADMISSIONS OFFICE.
 - ii. If your undergraduate institution did not issue grades (e.g., A through F), the registrar of that institution needs to interpret your transcript to reflect grades.
 - iii. Transcripts from institutions outside the United States must be reviewed by International Admissions.

IMPORTANT REMINDERS

- ✓ **APPLY OCTOBER 4, 2016 THROUGH OUR DEADLINE OF TUESDAY, JANUARY 31, 2017** for the MSW cohort entering in the **FALL OF 2017**.
- ✓ **APPLICATION MUST BE TYPED;** Fill out the electronic version, save, and print the form. Remember to sign, and date.
- ✓ **NOTIFICATION:**
 - The committee reviews the applications February through April. We attempt to send out decision letters by early May. You may call Dr. Debra Harris to inquire **AFTER May 26, 2017** (*please do not call before then*).
 - Your letter will be sent to the mailing address you provided on your MSW Application.
 - Let the department know immediately, in writing, of any changes occurring after January 31, 2017; Changing your address on your portal does not update the department files.

- ✓ **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED!**
 - Files missing **any of the required items** will not be considered for admission for the Fall 2017 class.

- ✓ **IF YOU ARE CURRENTLY ENROLLED IN ANOTHER POST-BAC/GRADUATE PROGRAM** at Fresno State (this DOES NOT include open university/extension students):
 - You **DO NOT** need to file a new University Graduate Admission Application.
 - You **DO** need to submit a MSW Program Application Packet.
 - Once you have been accepted to the MSW Program, you will file a **“change of degree objective”** with the Division of Graduate Studies, Frank W. Thomas Building, 132.

- ✓ **TITLE IV-E PROGRAM:** If you are interested in joining this special program, you must contact their office directly.
 - **COMPLETE A SEPARATE PROGRAM APPLICATION** before the MSW decision letters go out; you will need to be accepted to the MSW program before your application to Title-IV-E is considered. Their application deadline is **APRIL 07, 2017**.
 - Title IV-E Office Phone Number: 559-278-3076

- ✓ **YOUR UNIVERSITY APPLICATION SHOULD BE COMPLETED BEFORE OUR DEADLINE OF JANUARY 31, 2017.**

FOR FURTHER QUESTIONS CONTACT:

Graduate Program Coordinator & Admission Chair

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Graduate Admission Secretary

Azucena Rodriguez
Office: PHS 128
Phone: 559.278.7076
Email: azucenarodriguez@csufresno.edu