

## ***IMPORTANT INSTRUCTIONS FOR FILING YOUR APPLICATION***

If you have not filed an application for Graduate Admission to the University, go to [www.csumentor.edu](http://www.csumentor.edu) and complete the REQUIRED Graduate Studies application online.

Please read these instructions carefully before completing your application. Many of the typical questions that applicants have are addressed. (The MSW program application form follows.)

- Students are admitted to begin the MSW program in the fall of each year; there is NO spring or summer admission
- You must first complete an application for Graduate Admission to the University at [www.csumentor.edu](http://www.csumentor.edu). Once you submit your university application, you will be prompted to link to a Grad Studies webpage, then to the Social Work program and the MSW program's application forms. If you exit [www.csumentor.edu](http://www.csumentor.edu) before linking to the Social Work program forms site and downloading the files and/or saving the web address/link, you will need to use the link printed on the **EMAIL CONFIRMATION OF YOUR UNIVERSITY APPLICATION**. Application period is October 1, 2009 through February 5, 2010 for the MSW class entering in the fall of 2010.
- The mailing address you provide on your University application (on csumentor) will be used to notify you of the admission committee's decision. Be sure to use the same address on both your university and program applications. Let us know immediately, in writing, of any changes; changing your address on your portal does not update the department files. Letters are sent out sometime between April 15 and April 25; please do not call the office to check on decision letters before April 25th.
- YOU MUST SUBMIT ALL REQUIRED DOCUMENTS (YOUR PROGRAM APPLICATION, STATEMENT OF PURPOSE, 3 REFERENCES & TRANSCRIPTS) IN A **SINGLE ENVELOPE/PACKET**
- **IT IS YOUR RESPONSIBILITY TO ENSURE THAT OUR DEPARTMENT RECEIVES YOUR COMPLETED APPLICATION PACKET, INCLUDING REFERENCES, ON OR BEFORE THE APPLICATION DEADLINE. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**
- The GRE requirement for the MSW program has been waived for 2009-2010; therefore you do not need to take the GRE for the MSW program. You still may need to take the GRE if you apply to other programs at the university.

In making application to the Master's in Social Work Program, you must file two\* (2) applications for admission by **February 5, 2010**:

1. **First - Graduate Studies Admissions Application:** An online application to the California State University ([www.csumentor.edu](http://www.csumentor.edu)). (You must file a university application to access a copy of the MSW program application, guidelines for the statement of purpose, and the required reference forms.)
2. **Second - Program Application:** A hard copy (paper) application to the Department of Social Work Education, include a statement of purpose, references, and transcripts.

**\*IF YOU ARE A CURRENT POST-BAC/GRADUATE STUDENT** at Fresno State, you do not need to file a new application for graduate admission to California State University; you should be able to access the program application through your csumentor account. You will file a "change of degree objective"

with the Division of Graduate Studies, Thomas Administration 132; you do this only AFTER you are accepted to the MSW program.

If you are interested in special programs within the MSW program, e.g., Title IV-E, contact that program and complete a separate program application (available from the specific program and online). You must be accepted to the MSW program before your application to a special program will be considered. Title-IV-E is the only special program that you can apply to when making application to the MSW program.

**For questions regarding admissions, program requirements, prerequisites etc., please contact one of the faculty listed below.**

**Graduate Program Coordinator/Graduate Admissions Co-Chair:**

Mitzi Lowe, Ph.D., PHS 149, 559.278.5218

**Graduate Admissions Co-Chair:**

Jane Yamaguchi, Ph.D., PHS 128, 559.278.7315

**INFORMATION SESSIONS CONCERNING APPLICATION TO THE MSW PROGRAM:** We also invite you to attend the General Information Sessions we offer on Wednesday, October 28, 2009 from 12:00 noon – 1:30 p.m. or Wednesday, October 28, 2009 from 5:00 – 6:30 p.m. in PHS 129.

**THE MSW PROGRAM APPLICATION PACKET**

1. All materials must be postmarked by midnight on 2/5/10 or delivered in person to the department office (where it will be date/time-stamped) by 7 PM on 2/5/10.
2. All **REQUIRED** materials must be submitted at the same time in a single envelope. This includes:
  - a. **REQUIRED:** The Social Work Program application. Complete all required sections; order by page number
  - b. **REQUIRED:** The statement of purpose essay responding to the specific questions posed in the program application. Please print out single-sided.
  - c. **REQUIRED:** 3 Reference letters ON DEPARTMENT RATING FORMS. Your reference may also include a letter if he/she wishes. Suitable references include employers/supervisors, professional and academic references. Do not use relatives or social acquaintances as references. Your reference should place the completed department reference form (and any additional letter) 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. The reference returns the document to you. **DO NOT OPEN THE REFERENCE ENVELOPE OR IT WILL NOT BE ACCEPTED BY THE SOCIAL WORK DEPARTMENT AS PART OF YOUR APPLICATION PACKET.** You will include all 3 references in your admissions packet. You may want to arrange to obtain more than 3 references to make sure you receive 3 references to include in your admissions packet by the due date; however you may only include 3 references. **YOUR REFERENCE(S) SHOULD NOT SEND IN HIS/HER REFERENCE LETTER SEPARATELY; THE DEPARTMENT WILL NOT ACCEPT IT.**
  - d. **REQUIRED:** Photocopies (front and back) of transcripts (or unofficial transcripts) from ALL post-secondary institutions you have attended (Community and 4-year colleges/universities). Please send copies of transcripts to the social work department even if not required by the university as noted in the following. **NOTES:** 1) **OFFICIAL** transcripts must be sent to the Graduate Admissions Office. Sending official transcripts to the Department of Social Work Education does not clear you with Graduate Admission. 2) If you graduated from Fresno State, you do not need to send official transcripts to the University for your undergraduate record, **HOWEVER YOU STILL NEED TO INCLUDE**

TRANSCRIPTS IN YOUR PROGRAM APPLICATION PACKET (unofficial copies or DARS are OK) 3) 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.

3. NO APPLICATION MATERIALS POSTMARKED AFTER 2/5/10 WILL BE ACCEPTED FOR REVIEW. INCOMPLETE APPLICATION FILES (FILES MISSING ANY OF THE **REQUIRED** ITEMS) WILL NOT BE CONSIDERED FOR ADMISSION FOR THE FALL 2010 CLASS.
4. BE AWARE THAT THE PROGRAM APPLICATION DEADLINE IS 2/5/10; YOUR UNIVERSITY APPLICATION MUST BE ON FILE. OTHER ANNOUNCED DEADLINES FOR TITLE IV-E AND THE UNIVERSITY APPLICATIONS THAT MAY BE LATER IN THE YEAR DO NOT APPLY TO APPLICATIONS TO THE MSW PROGRAM.

### **PRE-REQUISITES**

You should consult the MSW program coordinator (M. Lowe, Ph.D., 559.278.5218) if you have any questions about meeting prerequisites. (You should have copies of your transcripts, course descriptions and/or syllabi available for review.) We encourage you to complete any prerequisite course work prior to beginning the MSW program. Concurrent enrollment in prerequisite courses in the fall, after beginning the MSW program, may be necessary but the student **MUST** establish a plan to complete the prerequisites with his/her advisor within the first semester of the program.

### **The MSW program has the following requirements:**

1. A bachelor's degree from an accredited college/university. Your BA/BS degree need not be in social work.
2. A minimum GPA of 2.75 in the last 60 units (or 90 quarter units) of graded work. Applicants who have a GPA of less than 2.75 should provide a cover letter in which they explain the circumstances that affected their GPA in the last 60 units of work, how that GPA does not reflect their true academic abilities, and evidence that supports their potential to successfully complete graduate level course work now, e.g., grades received in upper division or graduate level coursework taken since receiving the BA degree. An 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. This would help provide a basis for making an exception to the minimum requirements for admission.
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; you must earn a minimum grade of "C" in each course – there are 3 course prerequisites.

To inquire whether a course you have already taken meets one of the requirements listed below, you should make your request in writing (a brief memo or letter), explaining how the course(s) you took meets the requirement. Include a copy of the course description. In some situations, a copy of the course syllabus may be your best documentation. A written response will be given (by email or regular mail); you should keep a copy of this response and include a copy with your application.

### **A. Data Analysis**

- i. 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, human services are also accepted.
- ii. If the data analysis content was contained within a “research methods” course, you should provide a course description or (preferably) a syllabus to document this content. Data analysis must make up at least 70% of the course content.
- iii. 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.
- iv. Refer to the file: “Recommended courses to meet prerequisite” for a list of courses that will meet the data analysis prerequisite. For other courses, please consult the graduate program coordinator.

### **B. Human Biological Development over the Life Span and Health Issues**

- i. 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 very old).
- ii. Introductory Biology courses, cell/human biology, human sexuality etc. are not accepted.
- iii. A health course (equivalent to CSUF’s Health Science 90) is the most common course taken by applicants. It may also be taken at a community college.
- iv. Refer to the file: “Recommended courses to meet prerequisite” for a list of courses that will meet the human biological development prerequisite. For other courses, please consult the graduate program coordinator.

### **C. Cultural Diversity**

- i. MUST be an upper division course in study of an ethnic/cultural group or community/group based on identity or status.
- ii. Community college/junior college courses do not satisfy this prerequisite.
- iii. Refer to the file: “Recommended courses to meet prerequisite” for a list of courses that will meet the cultural diversity prerequisite.

## **ADDITIONAL INSTRUCTIONS FOR COMPLETING THE MSW APPLICATION:**

Please type/word process the application and statement of purpose; print documents out single-sided

1. Page 1: Identifying and Personal Information – REQUIRED
  - a. Check full-time/part-time/part time option
  - b. Provide personal information - your address should correspond to the mailing address you listed on your university application. It will be used for all mailings. You must notify us, in writing, of any changes AND change your profile on file with the university.
  - c. Provide emergency contact person info
1. Page 1 & 2: Demographic Information - Information on this page is VOLUNTARY
2. Page 2: Residency Info and Test Scores (if necessary) – REQUIRED
3. Page 3: Educational Information & History – REQUIRED
  - a. List all post-secondary schools attended, begin with most recent
  - b. Indicate your major/area of study
  - c. Dates attended
  - d. List degree and date received or expected
4. Page 4: Employment/Volunteer Experience – hours/week and tenure REQUIRED
5. Page 5: Supervised Internships – hours/week and tenure REQUIRED
6. Page 6: Personal and Professional References (3) – REQUIRED
  - A. DO NOT USE FAMILY/RELATIVES/SOCIAL FRIENDS AS REFERENCES
7. Page 7: Application Checklist – REQUIRED
  - a. Please make sure you have completed each item
  - b. You MUST list the courses you have taken/plan to take to meet the prerequisites. See comments on course prerequisites above re: qualifying courses.
8. Page 8: Instructions for Statement of Purpose – REQUIRED Essay

**REQUIRED FOR NOTIFICATION OF RECEIPT OF APPLICATION:** In order to receive an email acknowledging the receipt of your application, you must provide a current email address. We expect your application packet to be complete, however, if an item is missing or in question, the email will indicate this. If you do not have an active email address and prefer post mail notification, please provide a stamped, self addressed post card or envelope.

## **IMPORTANT:**

- **DEADLINE FOR PROGRAM APPLICATION: FEBRUARY 5, 2010.**
- **APPLICATION MUST BE TYPED; PAGES MUST BE IN ORDER. *You may print out the form and type your responses, or you may tab, type on the blanks save, and print the form. Remember to sign, date and use additional 8 1/2 x 11 paper where necessary.***
- You are responsible for ensuring that you are submitting a COMPLETE application packet; INCOMPLETE applications will not be considered.
- You must deliver/mail all required documents. NO documents mailed directly to the Department of Social Work Education by outside sources (e.g., a reference) will be accepted for inclusion in your application.
- If you move after filing your application, make sure the Department of Social Work Education has your current contact information (mailing address, telephone number, and email). Mail/email notifications may not get forwarded reliably. You should file this change in writing with the department and update your university profile.
- The committee reviews the applications during March and April. We attempt to send out decision letters by the end of April. You may call to inquire AFTER April 25<sup>th</sup> if you have not received a letter; we will not release information over the phone.
- We will send your letter to the mailing address of record on your university application which must be the same as the address you put on the MSW program application. Make sure we have your current address. PLEASE notify the department in writing (an email to Dr. Yamaguchi [janey@csufresno.edu] is OK) of any changes in your address that occur after filing your university application or in desired status (full or part-time).
- For suggestions on how you might strengthen your application, please attend the information sessions held in October and/or contact the MSW program coordinator or chair of the admissions committee.