

California State University, Bakersfield
Department of Social Work
Fall 2024



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

Application for Admission
Master of Social Work Program

CSUB Application for admission to the Master of Social Work Program 2024

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. Please see the programs of study at <http://www.csub.edu/socialwork/Curriculum%20Guides/index.html> for the sequence of courses.

The application for Fall 2024 will become available on **October 1, 2023, and** will close on **February 16, 2024**. All applications will be reviewed after the deadline.

MSW PROGRAM PREREQUISITES

1. A bachelor's degree from an accredited college or university.
2. A GPA of at least 3.0 on a 4-point scale in the last 60 semester units or 90 quarter units attempted is preferred. A GPA from 2.5 to 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. Applications with a GPA below 2.5 will not be considered.
3. Proof of Writing Proficiency Requirement (see below)
 - Fall 2024 applicants must complete the MSW Writing Exam by 2/15/24.
 - The MSW Writing Exam is proctored at the CSUB Testing Center weekly on Mondays through Thursdays at 9am, 10am, and 2pm. Contact the Testing Center to schedule an appointment to take the exam: Office: 661 654-3373; Email: testingcenter@csub.edu

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.

MSW APPLICATION REQUIREMENTS (1-7)

1. **Apply to the University:** before the Department of Social Work can consider an application for the MSW program, the University must first receive an application for admission to the University. Apply to the University via <https://www2.calstate.edu/apply> and pay the \$70 graduate application fee.
2. **Complete Department application:** for Admission to the Master of Social Work program on the web page at <https://www.csub.edu/socialwork/>, Under "In this Section" > Social Work Admissions > Admissions Materials
3. **Submit 3 Reference forms:** obtain the Reference Form from the Master of Social Work program web page at: <https://www.csub.edu/socialwork/>, Under "In this Section" > Social Work Admissions > Admissions Materials.
 - Fill out the top portion of the form and send to three individuals who can provide a reference for you. Once they are completed, please have your recommender directly submit your form to the following email: mwadmissions@csub.edu
 - Please note that computer literacy is expected. At a minimum, students should be able to retrieve electronic documents online according to prescribed procedures. *Applicants who complete and return the application will be considered to have met the computer literacy requirement.*
4. **Obtain a set of sealed original transcripts from ALL colleges and universities attended.** Students and graduates of CSUB may skip this step. Transcripts need to be submitted electronically directly from the institution. They can be sent electronically either to the Office of Admissions incomingtranscripts@csub.edu or the Department of Social Work at mwadmissions@csub.edu
5. **Submit a Resume:** using one section for employment history (paid experience) and another section for volunteer history (unpaid experience). Provide a summary of your experiences during the **last six years** that relate to the broad field of **human services and education**. *Please do not include other items on your resume.* List the items in reverse chronological order (most recent first.)

For each experience identify:

1. Name of the organization

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2. Was the organization either a government agency, not-for-profit, or for-profit
3. Community where you worked/served
4. Dates of service
5. Typical number of hours each month
6. Summary of the duties you performed

6. Employment/Volunteer Verification Letter:

For each experience include a signed letter of verification. Each letter should be signed by the approve person at your agency and should include:

1. Agency address.
2. Agency name.
3. Agency dates.
4. Employee job title.
5. Employee job description.
6. Employee current salary.
7. Employee Rehire Eligibility Status
8. Name and job title of the person signing the form
9. Reason for termination

7. Submit Proof of Writing Proficiency Exam:

Complete the MSW Writing Exam through the CSUB Testing Center before 02/15/24.

To prepare for the Exam, review the below prompt. Applicants will write a response to this prompt during their exam.

Provide a personal statement that describes your interest in social work. Your essay shall be *two pages double-spaced (using 1-inch margins and 12-point Times New Roman Font)* and should address the following:

- Significant personal, academic, and /or professional factors influencing your decision to pursue a Master of Social Work degree.
- Relevant personal, academic, and/or professional experiences, qualities, and/or abilities that will contribute to your overall success as a graduate student and in the social work profession.
- Your career goals, commitment to social change (or justice), and interest in particular social work issues, including specific populations.
- Specific reasons CSUB Department of Social Work is a good fit for your educational and professional goals.

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APPLICATION SUBMISSION

Fall 2024 application will be **submitted electronically**. Please **submit your complete application** to: mswadmissions@csub.edu

Applicant's email submission shall include the following as attachments to be considered complete:

1. Department Application (pg. 6-8)
2. Resume
3. Employment/Volunteer Verification Letter(s)
4. Completion of MSW Writing Exam
5. CalSWEC Application (If applicable)

All application materials must be received by February 16, 2024, by 11:59pm. **Incomplete and late applications will be reviewed only at the department's discretion.** Applicants must complete each item in the application packet. *Write N/A (not applicable) in any spaces that do not apply—do not leave any items blank.* The Department plans to conclude the notification process in April 2024. Additional admissions may be granted after that date if space becomes available.

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PROGRAM OF STUDY

There are three programs of study within the MSW program:

1. Full-time, two-year program with primarily day-time classes (Tuesdays and Thursdays) and day-time field placements (Mondays, Wednesdays, and Fridays)
2. Part-time, three-year program with hybrid classes in the evening (Tuesday or Thursdays) and day-time field-placements during the weekdays
3. Advanced-standing full-time, one-year program with primarily day-time classes (Tuesdays and Thursdays) and day-time field-placements (Mondays, Wednesdays, and Fridays)

Applicants will be considered for admission to only one of the three programs.

Note that electives for all students and all classes for part-time students will include face-to-face and online components at least one evening per week and a hybrid component on another weekday evening. Other courses may also include face-to-face and online components.

ADVANCED STANDING

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

1. All 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.
3. Overall GPA of 3.0 or better
4. 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

All students needing financial 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: www.csub.edu/FinAid. Please contact the Office of Financial Aid and Scholarships at 661-654-3016 for additional information.

Please note that applicants must receive admission from both the university and the Social Work department before being considered for financial aid.

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REQUIREMENTS FOR FIELD EXPERIENCE

Please note that students are required to spend twenty hours per week in a field placement for three semesters (two semesters for advanced-standing students) while in the MSW program and that field placements are normally available only from about 8:00 AM – 5:00 PM Monday through Friday.

I hereby certify that I am available for internship during the hours described above and that I know I cannot complete the MSW degree unless I complete the required internship.

Signature of Applicant _____ Date _____

Only applicants who are available for internships as described above will be considered for admission.

Students may have field placements with their employers only after an application and approval process that is outlined in the CSUB Field Manual. If you anticipate requesting a field placement with your employer, **initial here**, _____, and submit a letter of support from the employer stating that you will be available for internship during regular work hours Monday through Friday for 20 hours each week for three semesters (two semesters for advanced-standing students).

I understand that I cannot have an employment-based field practicum unless my employer provides the supports as described in the CSUB Field Manual.

Signature of Applicant _____ Date _____

DRUG SCREENINGS AND BACKGROUND CHECKS

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 practicum, and field practicum is a required component of the curriculum. Laws and regulations require 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 convictions.

I understand that I will be asked about my criminal history in connection with my application for field education and that all records, including those that are sealed or expunged, may be revealed via a background check. I also understand that I may be denied a field practicum placement if I fail a drug screening.

Signature of Applicant _____ Date _____

Students that falsify any information on this application or fail to provide requested information may have their admission denied; be removed from the program; or have their degree revoked

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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:
 (Please do not use a school email address)

5. Current mailing Address

6. Emergency Contact Info	Name	Address	Phone Number

7. 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="text"/>
<input type="checkbox"/> Asian American	

8. Citizenship USA Other (Specify)

If not a U.S. citizen, specify residency status

9. Program of Study (pick one)

Full- Time

Part- Time

Full-Time Advanced Standing (see pg.3)

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List in order all colleges and universities attended or currently attending. (One set of official transcripts from each to the Department of Social Work. Your application will be processed only after all transcripts are received.)

10. Academic History

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

11. Language

Please list each language, **other than English**, in which you are fluent, and indicate whether you can read, write, and speak each language. Also, please indicate if you are certified as a translator for each language, and if so, provide a copy of the certification.

Language	Speak	Read	Write	Certified Translator
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. From whom did you hear about our program? (Check all that apply.)

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> CSUB Alumnus | <input type="checkbox"/> Current CSUB Student | <input type="checkbox"/> Co-worker |
| <input type="checkbox"/> CSUB web site | <input type="checkbox"/> Friend | <input type="checkbox"/> social media |

Title IV-E CalSWEC Application

The title IV-E CalSWEC Program provides two options:

1. Part-time – available only to students who are employed throughout the MSW program by a public child welfare agency in California – normally the County Child Welfare Department. This option provides reimbursement for tuition, books, and travel up to a specified limit.
2. Full-time – available only to students who are NOT employed throughout the MSW program by a public child welfare agency in California. This option provides a stipend of \$18,500 per year.

All participants in the Title IV-E CalSWEC Program incur an obligation to work in public child welfare – normally a County Child Welfare Department – for one calendar year per year of support received.

Please complete the following application supplement if you would like to apply for financial assistance from the Title IV-E CalSWEC Program. This application is only open to incoming CSUB MSW students for Academic Year 2024-25.

Please submit CalSWEC application and accompanying materials to:
mswadmissions@csub.edu

Title IV-E 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: _____

Permanent Address (Notifications will not be sent until after spring graduation)

Street: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Phone Number: _____

GPA: _____

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

- Full-time (\$18,500 a year for 2 years)
- Full-time Advanced Standing (\$18,500 a year for 1 year)
- Part-time* (Available only to current Public Child Welfare Services employees.)
Provides reimbursement for tuition, books, and travel up to a specified limit.

Citizenship: USA Permanent resident Other (specify) _____

How would you describe your ethnicity? (Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> African American/ Black (non-Hispanic) | <input type="checkbox"/> Pacific Islander |
| <input type="checkbox"/> Mexican American | <input type="checkbox"/> American Indian/Native American
Tribe Affiliation (optional): _____ |
| <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 | |

Do you have any experience working in public child welfare? Yes No
If yes, please list the dates of employment, name of the agency and your job title:

Full-Time CalSWEC students are required to do the concentration year internship in a **PUBLIC** child welfare agency. Please indicate your order of preference for county placement (1=most preferred, 2=less preferred, etc.). NOTE: this does not guarantee your placement in a specific county – all students should prepare to complete their internship in Kern County if no other county placements are available.

_____ Kern County _____ Tulare County _____ Los Angeles County
_____ Other County (please indicate:) _____

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.

Submit the following for a complete application:

1. **Statement of Interest-** On a separate piece of paper, provide a one-page statement of your interest in working in public child welfare. Include any academic work, volunteer work, or employment experience that relates directly to child welfare.
2. **Proof of legal residency-** (a copy of your birth certificate, U.S. Passport, or INS permanent residency form)
3. **A copy of your valid driver’s license**
4. **A copy of the registration** for the vehicle you will drive while in your internship
5. **A copy of car insurance**
6. **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.

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 field placements.
- Maintain a valid California driver's license.
- Maintain access to legally operable vehicle while enrolled in the internship.
- 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. I certify my understanding of and commitment to fulfilling the obligations of students in the CalSWEC program.

Signature

Date

