### GRADUATE





Master of Social Work

### **PROGRAM INFORMATION**

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 program of study on our website for the sequence of courses.

The application for Fall 2024 will become available on <u>October 1, 2023</u>, and will close on <u>March 1, 2024</u>. All applications will be reviewed after the deadline.

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.

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: <a href="www.csub.edu/FinAid">www.csub.edu/FinAid</a> . Please contact the Office of Financial Aid and Scholarships at 661-654-3016 for additional information.

### **APPLICANT CHECKLIST**

Before mailing your application, please make sure you fill out the application form completely and check the following points: Bachelor's Degree from an accredited college or university A GPA of at least 3.0 on a 4-point scale in the last 60 semester units or 90 guarter 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. Transcripts: One official transcript showing all undergraduate and graduate coursework from each institution attended must be submitted with your application. We would suggest you have all transcripts sent to yourself and submit unopened copies along with your application in one packet. If you graduated with your BA/BS degree from CSU Bakersfield, please skip this step - you will be contacted if any further transcripts are needed. If submitting digital transcripts, please have them sent to <a href="mailto:dptranscripts@csub.edu">dptranscripts@csub.edu</a> Please submit foreign transcripts in the original language accompanied by a certified English translation. Foreign transcripts must be professionally evaluated by a reputable company. A suggested list of companies that evaluate foreign transcripts is found at: http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf \$70 Application/Evaluation Fee Forms of payment accepted: Check or money order made payable to "CSU Bakersfield". Visa or MasterCard Complete attached payment form and include with application. Three MSW Graduate Reference Forms Reference forms must be submitted in a sealed envelope with the signature of the referee on the back flap

All references must be professional – supervisors and/or faculty are preferred.

or emailed directly to <a href="mailto:dpreferences@csub.edu">dpreferences@csub.edu</a> from the referent.

### GRADUATE



DEGREE PROGRAM APPLICATION

Master of Social Work

### Resume Please create 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 List the items in reverse chronological order (most recent first). For each experience, identify the name of the organization; whether the organization was a government agency, not-for-profit, or for-profit; the community where you worked; the dates of service; the typical number of hours each month; and a summary of the duties performed. **Employment/Volunteer Verification Letter** For each experience include a signed letter of verification. Each letter should be signed by the approved person at your agency and should include the agency address, agency name, agency dates, employee title, employee job description, employee current salary, employee rehire eligibility status, name and job title of the person signing the form, and reason for termination. MSW Writing Proficiency Exam To prepare for the Exam, review the below prompt. Applicants will write a response to this prompt during their exam. WRITING PROMPT: 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. DO NOT SUBMIT WITH YOUR APPLICATION. The Exam will be offered at the CSUB AV campus with room, time, and dates TBA. Please check https://extended.csub.edu/programs/master-social-work-av for updates. Signed MSW Technology Contract (included in this application packet)

CSUB EXTENDED EDUCATION 9001 Stockdale Highway – 30BDC Bakersfield, CA 93311-1022

Submit all application materials to:

Admission to the Extended Education degree program does not constitute admission to the CSUB Main Campus degree program. Students planning to attend classes on the Main CSUB campus should contact the Extended Education Degree Programs Office for more information. If you have any questions regarding this application, need information concerning the program or program criteria, please feel free to contact us at 661.654.2441.



# **Extended Education**

# **DEGREE PROGRAM APPLICATION**

Attach a non-refundable \$70 application fee payable to CSUB. Response to each item is mandatory unless otherwise indicated.

FOR OFFICE USE ONLY:	
Check #:	Date Received:

APPLICATION TERM: Spring 20 Sum	mer 20 Fall 20
LEGAL NAME:	
Last:	First:
Middle:	-
OTHER NAME(S) THAT MAY APPEAR ON YOUR ACADEMIC RECO	ORDS:
Last:	First:
Middle:	
Last:	First:
Middle:	
BIRTHDATE:/	SEX: Male Female Other
	CCLIP ID # //f applicable):
SOCIAL SECURITY #:/	CSUB NET ID (if applicable):
MAILING ADDRESS:	
Street:	
City: State:	Zip: Country:
IF A RESIDENT OF CALIFORNIA, PLEASE LIST YOUR COUNTY OF I	RESIDENCE:
PHONE: EMAIL:	
HOW DID YOU HEAR ABOUT US?	
CSUB Website Google/Online Search	TV or Radio Social Media Word of Mouth
Other:	
FOR OFFICE	LISF ONLY
Overall GPA: Last 90 GPA: Units Complete	d: NET ID:
Degree:	
Г	ACCEPTED DENIED

PRINT THE NAMES AND LOCATIONS OF ALL	T T		
School Name	State	Dates Enrolled: From - To	Degree Awarded:
RE YOU ELIGIBLE TO RE-ENROLL AT ALL IN	STITUTION	S PREVIOUSLY ATTENDED?	Yes No (if not, please attach explanat
OB TITLE (if applicable):			
MPLOYER (if applicable):			
OUNTRY OF CITIZENSHIP (all must answer):			
JSE THE OPTIONS LISTED BELOW TO PROV			
Y: U.S. Citizen R: Refugee/Asylum F: F			
If I: Immigrant I-551 ("green card"), please	e proviae tne	aate issuea and be preparea to sno	ow prooj:
F YOU WERE BORN OUTSIDE OF THE U.S.,	MINT VENI	D DID VOIT MOVE TO THE IT C 2	
F 100 WERE BORN OUTSIDE OF THE 0.5.,	WHAI TEA	A DID TOO MOVE TO THE 0.3.:	
LEASE CHOOSE THE ONE BEST CATEGORY	TO DESCRIE	BE YOURSELF FROM THE LIST BE	ELOW (1-8):
1. American Indian or Alaskan 2.	African Ame	rican or Black 3. Asian or	Asian Indian 4. Caucasian or White
5. Hawaiian or Pacific Islander 6.	Hispanic or L	atino/a 7. Two or N	More Races 8. Decline to State
If you identified Hispanic or Latino/a,	please ind	icate your family origins (e.g., I	Mexican, Guatemalan, etc.):
If you identified Two or Mayo Bases	nlawaa india	onto un to fivo vacos (not includi	ing Hispania ou Latina (a). Chassa fusu
If you identified Two or More Races, prace categories 1-5 above:	oieuse iliuic	ate up to five races (not includi	ng Hispanic of Latino, a). Choose from
-			
LEASE INDICATE YOUR CURRENT U.S. MILI	ITARY STATI	JS (1-5):	
1. Active Duty Military Member 2. Na	tional Guard	Member 3. Reserve Member	4. Veteran
5. Not in the U.S. Military and not a Vetera	n		
PLEASE INDICATE YOUR CURRENT U.S. MIL	ITARY DEPE	NDENT STATUS (1-5):	
1. Dependent of an Active Duty Military M	ember 2.	Dependent of a National Guard Me	ember 3. Dependent of a Reserve Memb
		U.S. Military or Veteran	
ERTIFICATION – TO BE READ AND SIGNED	RV ALL ADD	DITOWNES TO CEPTIEN THE ACCID	IPACY OF THE INCOPMATION PROVID
I certify under penalty of perjury under the laws of the S this application. I further certify that all official documen			
ne California State University to release any information s gency to verify or explain the information I have provided	submitted by m	e in connection with my application to any	person, firm, corporation, association, or government
certifies the accuracy and completeness of the informati	on provided. I	understand that any misrepresentation ma	ay be cause for denial or cancellation of admission
enrollment. I certify that so long as I am a student at t	this institution,	I will advise the residence clerk if there is a	a change in any of the fact affecting my residence.
APPLICANT'S SIGNATURE		CITY AND COUNTY	DATE



### MSW PROGRAM APPLICATION

Application will be sent to the Department of Social Work for review. Response to each item is mandatory unless otherwise indicated.

LEGAL NAME:					
Last: First:					
Middle:					
EMERGENCY CONTACT: PHONE NUMBER:					
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 translater for each language, and if so, provide a copy of the certification.					
Language		Speak	Read	Write	Certified Translator
List the names of persons from whom you	have requested		erences froi		
Name of Reference		Title		Ema	ail Address
HOW DID YOU HEAR ABOUT OUR PROGRA	M2 (Check all th	at annly)			
	_			r	_
CSUB Alumnus Current C	CSUB Student	Co-Worker	Ш	SUB Website	Friend
Social Media Other:					
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 convictions. Please understand that expunged or sealed convictions may appear on your criminal record. The Social Work Department will take your declaration at face value when considering your application. Should subsequent reviews, such as a criminal record check by a placement agency, result in undisclosed criminal records, the department will have the right to respond commensurately. The student's right to appeal are unaffected.

### REQUIREMENTS FOR FIELD EXPERIENCE

Please note that all students are required to spend twenty hours per week in a field placement for two years while in the MSW program. Field placements are only available during the typical workweek, 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.

I hereby certify that I am available for internship in accordance with the Department of Social Work policy.

APPLICANT'S SIGNATURE

DATE

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 Department of Social Work website.					
AREAS OF INTEREST? (Checonomic Child Welfare  Mental Health	ck all that apply) Criminal Justice Other:	Generalist	Gerontology	Medical Social Work	
I hereby certify that the answe that the personal statement i		in this application are tru	e to the best of my knowl	edge and belief. I further certify	

DATE

**APPLICANT'S SIGNATURE** 

# **MSW REFERENCE FORM**



9001 Stockdale Highway – 30BDC Bakersfield, California 93311

661.654.2441 | 661.654.2447 (f) extended.csub.edu

	LAST:			FIRST:			
	pplicant: Ask your reference to return the letter to you in a sealed envelope with his/her signature across the seal. Do not open the envelope or break the seal. Submit the sealed envelope with your application. Opened references will not be accepted. Alternatively, your reference can scan and email the reference to <a href="mailto:dpreferences@csub.edu">dpreferences@csub.edu</a> . The reference must come from their email address directly.						
	TO BE	FILLED OUT BY CA	ANDIDATE BEFOR	E THIS FORM IS GI	VEN TO THE REFE	RENT	
I am	aware of the provisions of the		-				on above to CSU
	Bake	rsfield. I realize th	nat I will not view	nor be informed o	f this evaluation f	orm.	
	Signature:			Date	<u> </u>		_
The above name as a but especileadershi solutions	REFERENT: The named person is applying for adding a reference. The program seeks stocially to vulnerable and underserved processes to address human needs. Please that this form if you prefer. Your star approximate dates, length of the start of the star	udents who have de ed populations. The I capacity to assume o provide a candid assi tements will be held	monstrated potenti MSW program is de- ongoing responsibilit essment of this appl in confidence.	al for graduate acade signed to prepare gra cy for learning and th licant regarding his/h	emic work as well as aduates for early ass e ability to identify eer suitability for ou	s commitment to the sumption of professi and analyze problen r program. You may	e welfare of all people, onal social work as and develop vattach a separate
2.	Please rate the applicant rel	Exceptional	Superior	Good	Average	Below Average	Unable to Rate
	Academic performance	(top 5%)	(next 5%)	(next 20%)	(next 20%)	(bottom 50%)	П
	Intellectual ability						
	Maturity						
	Oral skills	님				⊢⊢	Ц
	Written skills	H	H	H	H	H	H
	Ability to think critically Leadership potential						
	Ability to work with others	H				H	
	Self-awareness					П	
3.	Please assess the applicant's	s potential and pr	omise as a social	work professional	(attach separate	paper if needed).	
	I would: ☐ Recommend Provide your contact information me:	·	contact you if we	need clarification:			☐ Not Recommend
. IIIIL INA				FOSICIOI			
Telepho	elephone: Email:						

Date: \_

### MSW TECHNOLOGY CONTRACT



9001 Stockdale Highway – 30BDC Bakersfield, California 93311

661.654.2441 | 661.654.2447 (f) extended.csub.edu

Thank you for your application to the CSUB Master of Social Work Degree Program. Our program is offered in a hybrid format so some of your courses will be offered completely online. The technology statement is a required part of the admissions packet in order to ensure applicants have the technology skills necessary to interact with colleagues, students and instructors in an online environment. In addition to academic preparations, students in the Master of Social Work Degree program need to have personal access to a computer and the Internet in order to complete classes.

### Technology success in the program includes the ability to:

- Access the Internet; including performing searches, setting bookmarks, following links, and saving a web
  page. Have the ability to apply electronic search strategies, including the use of keyword searches and
  using Boolean operators; adhere to software licensing agreements and comply with copyright law and
  guidelines; locate/ retrieve information from remote sources; including using distant data for analysis.
- 2. Perform the following operations in a word processing program: copy, cut and paste, change size/style, spell check text, format paragraph text; create: columns, tables, margins, and tab settings.
- 3. Use varied communication tools (e-mail, fax, chat, and threaded discussions) to participate in group projects.
- 4. Participate in electronic communities as a learner, initiator, contributor, or mentor.
- 5. Use multiple technology tools; including CD/DVDs, video cameras, scanners, digital cameras, etc.
- 6. Use e-mail; including send/receive, forward/reply, save/ archive, create/use address books, and send attachments.

### Program general technology requirements:

- 1. LiveText Software (2005), LiveText, LiveText Student Membership
- 2. Download a "no cost" copy of the current version of **Adobe Reader** in preparation for reading assignments.
- It is recommended that students have Microsoft Office (Word, Excel and PowerPoint). Students may
  purchase the student/teacher edition from many retailers. Documents created using Microsoft Works are
  not accepted for any reason.
- 4. Back up course work on a daily basis; disk failure or other loss of data is not an excuse when completing course work.

By signing below, I acknowledge that I understand that I am applying for admission to an online distance education program and believe I am able to work successfully in an online environment.

Applicant Name:	Date:
Applicant Signature:	



# **PAYMENT FORM**

9001 Stockdale Highway – 30BDC Bakersfield, California 93311

661.654.2441 | 661.654.2447 (f) extended.csub.edu

TERM:	☐ Fall ☐ Summer	Spring Winter	YEAR:		
FIRST: _			M	.l.: LAST:	
ADDRES	S:				
CITY:			STATE: _	ZIP:	COUNTY:
PHONE:			EMAIL:		
СНЕ	ANCIAL AID TYPE	WE DO  ER, OR CERTIFIE  Visa	D CHECK #:	MENTS VIA PHONE, FAX OR I	i listed above or online via myCSUB.  EMAIL.  CC Zip Code:
	Amount Autho	rized: \$			
check, o	r financial aid is no	ot paid by the bank			CSUB Catalog. If my payment by credit card, tended Education & Global Outreach to
Student'	s Signature:			Date:	
			For Office Use	e Only (Initial and Date)	
	Received	d By	ı	Processed By	Receipt #

# Title IV-E CalSWECApplication

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.

# Title IV-E CalSWECApplication

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:		<u>-</u>			
Permanent Address (Notifications will not be sent until after spring graduation)					
Street:					
City:	State: 2	Zip:			
Email Address: Phon	e Number:				
GPA:					
CalSWEC assistance you are applying for (Must	natch the program you chec	ked on the MSW Application):			
Full-time (\$18,500 a year for 2 years)					
Full-time Advanced Standing (\$18,500 a year	r for 1 year)				
Part-time* (Available only to current Public Provides reimbursement for tuition, books,					
Citizenship: OUSA Permanent resident (	Other (specify)				
How would you describe your ethnicity? (Check	all that apply)				
African American/ other Black (non-Hispani	c) Paci	ic Islander			
Mexican American		erican Indian/Native American tion (optional):			
Puerto Rican	Wh	ite			
Other Latino/Hispanic	Oth	er (Specify):			
Asian American					
<b>Do you have any experience working in public</b> of If yes, please list the dates of employment, name of		No title:			

a e	<b>ull-Time CalSWEC students</b> are required to do the concentration year internship in a <b>PUBLIC</b> child welfare gency. Please indicate your order of preference for county placement (1=most preferred, 2=less preferred, tc.). NOTE: this does not guarantee your placement in a specific county – all students should prepare to omplete 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 1	no, explain:
На	ave you ever been convicted of a crime involving harm to children? Yes No
If y	yes, attach a detailed explanation.
Ha	ave you been convicted of any misdemeanors or felonies? Yes No
If	yes, attach a detailed explanation.
	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.	<b>Proof of legal residency-</b> (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
the CalSWEC program.	
taxable income. I certify my understanding of and commitme	nt to fulfilling the obligations of students in