Albany State University

POTENTIAL. REALIZED.

Dear MSW Applicant:

We are excited that you are considering obtaining your graduate degree in social work from Albany State University. We have included the MSW Application form in this packet for your convenience.

Applicants must apply to (1.) Albany State University *and* (2.) the Master of Social Work Program. Albany State University requires the following:

- A completed Albany State University Graduate Application
- A $20.00 nonrefundable graduate application fee
- Official transcripts from all colleges attended
- The Miller Analogy Test (MAT) test scores or Graduate Records Examination (GRE) test scores
- Two current letters of reference
- Pre-Entrance Medical Record and Certificate of Immunization

The Albany State University Graduate Application is sent to the Office of Recruitment, Admissions and Financial Aid, Albany State University, 504 College Drive, Albany, GA 31705-2797.

The Master's of Social Work Program has its own Application Packet that includes the following components:

- The completed typed "MSW Application for Admission" Form
- Three professional letters of reference addressing the specific areas outlined in the "Letter of Reference Guideline" included in this packet
- Completion of the "Personal Narrative Statement" <u>as outlined in this packet</u>
- A professional resume
- A completed Criminal Background Check issued by a law enforcement agency

Due to the highly structured and sequential format of the MSW curriculum, Students are only admitted in the Fall semester, although Students admitted prior to the beginning of the Summer semester are eligible to enroll in graduate social work classes.

The completed Admissions packet for the MSW Program is sent to Master of Social Work Program, Albany State University, CMH 336, Albany, GA 31705, Attention: MSW Admissions Committee.

When the MSW Program has received the completed file from the Applicant, the packet is reviewed by the members of the MSW Admissions Committee. After carefully reviewing the student's application package, the MSW Admissions Committee votes on whether to admit, deny

or defer the application. This recommendation is sent to the Office of Recruitment, Admissions and Financial Aid. That Office then notifies both the Applicant and the MSW Program of its decision.

Albany State University's MSW Program classifies its graduate admissions into three categories:

- *Regular Admission*
  Applicants are granted "Regular Admission" if they have (1.) met the minimum grade point average of 3.0 (based on 4.0 scale), (2.) achieved no less than a score of 374 on the Miller Analogies Test (MAT) within the past 5 years; (3.) provided acceptable Letters of Reference to both the University and the MSW Program; (4.) submitted a strong "Personal Narrative Statement; (5.) submitted a professional resume, (6.) submitted a successful criminal background check, and (7.) passed an admissions interview with the MSW faculty. All of these components are used together to determine the Applicant's overall likelihood for success in the MSW Program and eligibility for Regular Admission Status. All students must achieve Regular Admission Status prior to the second semester in the MSW Program.

- *Provisional Admission*
  Applicants who do not meet the requirements for Regular Admission may be considered for Provisional Admission to the MSW Program if they meet the following requirements:
  (1.) An undergraduate degree from a regionally accredited college or university with an undergraduate major in, or prerequisite for, social work; and (2.) an undergraduate grade point of average of at least 2.5 (based on a 4.0 scale). The MSW Student satisfying nine semester hours of graduate coursework in Provisional Status with no grade of less than a "B" may be admitted to Regular Admission. If after completion of nine graduate credits, the MSW Student has not achieved a "B" or better average in all graduate social work courses, her or his enrollment will be terminated.

- *Advanced Standing Admission*
  Applicants holding a Bachelor of Social Work (BSW) degree from a Council on Social Work Education (CSWE) accredited undergraduate program may request consideration for "Advanced Graduate Standing" (the waiver of specific foundation courses).

  To qualify for advanced standing, you <u>must</u>:

1. Possess a Bachelor of Social Work (BSW) degree from a CSWE-accredited social work program;
2. Possess a Bachelor's degree from a regionally-accredited college or university;
3. Possess a Bachelor's degree with a strong liberal arts focus, including coursework in the social sciences, behavioral sciences, natural sciences and humanities;
4. Completed the BSW degree within the past five [5] years;
5. Earned a minimum grade point average of 3.0 overall in all undergraduate work attempted
6. Earned a combined score of 800 or better on the Verbal and Quantitative sections of the Graduate Records Examination [GRE] *or* a score of 390 or better on the Miller Analogy Test [MAT];
7. At least one of your three references for your application *must* be from your undergraduate Faculty Advisor, the BSW Field Director or from the Chair of the Social Work Department at your college or university.

How to apply for advanced standing:

1. Request the "Application for Advanced Standing" from the MSW program and mail it in with your Graduate Admission Application. All documents are to be returned to the Department of Social Work to the attention of the Graduate Admissions Committee.
2. Upon acceptance into the MSW program, you may be asked to supply copies of your undergraduate research papers, field education contracts/plans, field evaluations, college catalog, and course syllabi, unless the Department of Social Work at Albany State University has them on file for your BSW degree.
3. *Advanced standing waivers are assessed after your acceptance into the graduate social work program.*

An Applicant may appeal a decision regarding acceptance status. Information regarding appeal procedures may be secured from the Office of Recruitment, Admissions and Financial Aid. Such appeals and their associated documentation are referred to the Appeals Committee of the Graduate Council for consideration. The student has the right of further appeal to the Vice President for Academic Affairs and then to the President of the University, who will make the final institutional decision.

If you have any further questions regarding admission to the MSW Program, please contact us at 229/430-2870.

Thank you, again, for your interest in the Master of Social Work Program at Albany State University.

Albany State University
Albany, Georgia 31705

MASTER OF SOCIAL WORK PROGRAM
Application for Admission

Mail this application and **all** supporting documentation to:

Admissions Committee
MSW Program
Department of Social Work
504 College Drive
Albany, GA 31705

Office: (229) 430-2974
FAX: (229) 430-6490

PLEASE NOTE: A completed admissions file consists of the following documents:

*Checklist for forms sent to the **MSW Program**:*

[ ] Completed "MSW Application for Admission"
[ ] Three [3] letters of reference
[ ] Personal Narrative Statement
[ ] Miller Analogies Test Score or Graduate Records Exam Scores
[ ] Official Sealed Transcript(s) from all Colleges and Universities attended
[ ] Criminal Background Check form

Please check enrollment status applied for: [ ] Full time Status [ ] Part time status

Date: _____

Name: _____
Last First MI

List any other name(s) appearing on transcripts or other admissions materials if different from above: _____

Current Mailing Address:

_____
Street City State Zip

Daytime Phone: ( ) _____ Home Phone: ( ) _____

Cell Phone: ( ) _____ Email: _____

Person to be notified in case of emergency:

Name: _____ Relationship: _____

_____
Street City State Zip

This section is optional and is not used in any way in the admissions decision. The information is requested only for the purposes of ensuring compliance with all Civil Rights laws and the mission of the MSW program.

Gender:
[ ] Female
[ ] Male

Citizenship:
[ ] U.S.
[ ] Other

Race:
[ ] African American
[ ] Asian American
[ ] Mexican American
[ ] Latino American
[ ] Native American
[ ] Puerto Rican
[ ] Other _____
[ ] White/Caucasian

Date of Birth:

_____
Month Day Year

Applicant's Name: _____

Prerequisite Course Verification Form

The social work program requires candidates to have completed a baccalaureate degree from an accredited institution of higher education. Candidates must have a foundation in the liberal arts. Courses must have been taken in the areas noted below with a grade of "C" or better.

Course titles and content differ from university to university. Identify your transcript the courses you believe meet each of our prerequisite content areas. If it is not apparent how your courses are equivalent, you must prove equivalency by submitting a syllabus or a letter from the instructor outlining what was taught in the course. If you have not yet met a content area, please explain how, where and when you plan to do so.

Proof of completion of all prerequisites must be completed before the start of the MSW program.

Humanities

Students with a strong liberal arts foundation in humanities recognize the importance of seeing people as capable and creative. Students with a foundation in the humanities are able to express their thoughts and feelings, think and act critically, and appreciate diverse beliefs and spiritual traditions. Students must enter the MSW program with at least two courses in such disciplines as Philosophy, Religious Studies, Music, Fine Arts, Literature, Dance, Dramatic Arts or Communication. The ability to speak and write another language, particularly Spanish, is highly valued but not required for admissions.

Course Number	Course Title	Institution	Grade

___ I have NOT met this requirement and plan to take the following course(s) at the following institution:

_____

Course **Institution** **Date**

Social Sciences

From the social studies, Students develop an awareness of the personal and political connection that illuminates the complex intersections of age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex and sexual orientation, all of which is essential in our evolving cultural and political world. At least two courses in disciplines such as Sociology, Psychology, History, Anthropology, Ethnic Studies, Women's Studies, African American Studies, Political Science, Geography, Sociology and Psychology are required.

Course Number	Course Title	Institution	Grade

___ I have NOT met this requirement and plan to take the following course(s) at the following institutions:

_____

Course **Institution** **Date**

Natural Sciences

Preparation in the natural sciences provide Students with a knowledge of the interrelationships between human activity and its impact on the physical world. Students are expected to enter with at least one course in a discipline such as Geology, Environmental Studies, Chemistry, Biology, Biology, Microbiology, Anatomy, Physiology, Physics, Astronomy, Earth Sciences, Oceanography, Forestry, or Wildlife.

Course Number	Course Title	Institution	Grade

___ I have NOT met this requirement and plan to take the following course(s) at the following institutions:

_____

Course **Institution** **Date**

SUMMARY OF WORK EXPERIENCE

DIRECTIONS: List *any* paid or volunteer experience you have had, using the format below. Please attach additional pages, as needed. List in reverse chronological order (most recent work experience first).

Name of Company:	Dates From/To:
Address:	Job Title:
City/State:	Supervisor:
Telephone:	Total Years/Months:
Primary Duties:	
Name of Company:	Dates From/To:
Address:	Job Title:
City/State:	Supervisor:
Telephone:	Total Years/Months:
Primary Duties:	
Name of Company:	Dates From/To:
Address:	Job Title:
City/State:	Supervisor:
Telephone:	Total Years/Months:
Primary Duties:	
Name of Company:	Dates From/To:
Address:	Job Title:
City/State:	Supervisor:
Telephone:	Total Years/Months:
Primary Duties:	
Name of Company:	Dates From/To:
Address:	Job Title:
City/State:	Supervisor:
Telephone:	Total Years/Months:
Primary Duties:	
Name of Company:	Dates From/To:
Address:	Job Title:
City/State:	Supervisor:
Telephone:	Total Years/Months:
Primary Duties:	

OTHER RELEVANT EXPERIENCE

Licensures and Certificates

State	Licensure or Certificate	Expiration Date

Honors, awards, special achievements, etc. (for academic, work or volunteer work)

Date	Title

Languages spoken and written and level of fluency

Language	Level of Fluency

International experiences (length of time, work/volunteer experiences)

Date	Location	Activities

Applicant's Name: _____

LETTERS OF REFERENCE

DIRECTIONS: Three letters of reference are required. Copy the ***Guidelines for the Reference Letter*** for each person writing a letter of reference. Reference letters are to be returned to *you* in a sealed envelope with the reference person's signature across the back of the envelope and included with your completed application package.

At least one professional reference must be submitted from a person who has supervised you in a human service position or who is acquainted with your work in a paid, volunteer or field-related position.

Academic references should be obtained from your Undergraduate Advisor or professors, with **at least one** from your major professor. For Applicants who have been out of college for five years or more and have no significant contact with people in the former academic setting, please submit references from persons you have known and have worked with in a professional capacity.

Applicant's Name: _____

Guidelines for the Reference Letter
[Attach This Signed Form to the Letter of Reference]

To the Applicant:
This form should be given to an individual who is able to comment on your qualifications for graduate study. Three letters of reference are required. Please copy this form as needed.

Reference letters should be returned to <u>you</u> in a sealed envelope with the reference person's signature across the seal of the envelope.

IMPORTANT: Please be sure to include **three** [3] letters of reference with your completed MSW Application package and mail it to Albany State University, Master of Social Work Program Admissions Committee.

To the Reference:
The above-named person has applied for admission to the MSW Program at Albany State University and has named you as a reference. We are interested in obtaining information that will help us arrive at an admission decision on this applicant. Since applications cannot be reviewed without the letters of reference, ***a reply within two weeks of receipt of this letter*** will ensure prompt consideration of the applicant's credentials.

INSTRUCTIONS: Return your letter TO THE APPLICANT in a sealed and signed envelope with the Applicant's name written on the front. The reference will be included in the completed application package submitted by the Applicant.

The graduate-level social worker will face many professional demands. The MSW student must be able to fulfill all academic requirements of graduate school and possess the personal qualifications essential for ethical, competent social work practice. These qualifications include: (1.) the capacity for empathy, (2.) intellectual curiosity, (3.) the ability to communicate well both verbally and in writing, (4.) the ability to conceptualize and think critically, and (5.) a commitment to social and economic justice for all people, particularly populations at risk. Personal qualifications include responsibility, adaptability, self-awareness, enthusiasm, initiative, an ability to collaborate with a multidisciplinary team, willingness to take appropriate risks, emotional maturity, sound judgment, creativity, and integrity. Please choose the areas you believe you are most qualified to address based on your relationship with the Applicant. Please provide *specific examples* of the Applicant's experiences and their relationship to the profession of social work. Include both the strengths and challenges that you perceive in the Applicant.

In compliance with the "Family Educational Rights and Privacy Act of 1974," Applicants to the MSW program have access to their application file, including all reference material, unless the Applicant waives that right.

□ I <u>waive</u> my right to access and review this letter of reference
□ I <u>do not waive</u> my right to access and review this letter of reference.

_____ _____
Applicant's Signature **Date**

Applicant's Name: _____

Guidelines for Personal Narrative Statement

Your personal narrative statement is meant to help the MSW Admission Committee better understand the reasons for your application to our program and your readiness and capacity for graduate education in social work. Your statement will also help us to ascertain your writing ability and critical thinking skills.

Please address the following points in a strong, well-developed essay. Answer the questions below in a coherent, well-conceptualized essay rather than short answers to individual items. *Please limit your personal narrative statement to no more than five [5] double-spaced pages.*

- Tell us how you arrived at the decision to pursue a career in social work at this time. How do you envision using this degree?

- Our MSW program concentrates on social work practice with vulnerable children, adults and families over the lifespan. Tell us why this emphasis is meaningful to you.

- Describe your experience in interacting with people whose lives, worldviews, beliefs and/or values are different from your own (e.g., age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex and sexual orientation etc.).

- Discuss how you have engaged in activities that further social and economic justice for disenfranchised or oppressed populations, particularly poor or minority children, families or vulnerable populations.

- Identify a personal challenge or adversity that you experienced, how you dealt with the situation, and what you learned from the experience.

- Share your strengths and areas for continued growth in relation to professional development and how our MSW program might contribute to that growth.

ALBANY STATE UNIVERSITY
MASTER OF SOCIAL WOR PROGRAM
CRIMINAL BACKGROUND CHECK

Albany State University's Master of Social Work Program takes seriously the need to protect the public while preparing future social workers to competent and ethical practice. We are committed to assuring that individuals who might pose a threat to any client group or practice setting be prevented from causing harm. Consequently, the MSW applicant must submit a Criminal Background Check with their MSW Application for Admission. This can be completed at any law enforcement agency, including the Albany State University Police Department on campus. An application will not be considered for review until the Criminal Background Check is received by the MSW Admissions Committee.

As in most States in the country, Georgia state law requires that individuals who have access to children less than 16 years of age, persons with developmental disabilities and vulnerable adults such as older people must disclose criminal background information. Additionally, all state social work licensing boards require that applicants for licensure complete a criminal background check before a license to practice clinical social work can be issued. A history which includes any felony conviction(s) and/or certain misdemeanor violations involving moral turpitude (particularly illegal drug or alcohol use) may result in an inability to obtain a professional social work license for practice. Therefore, a comprehensive criminal background check is a **required** part of the MSW admission screening process. Admission to the MSW Program is *conditional* until the criminal background check is completed. Please indicate your willingness to adhere to this policy by initialing the following statements:

_____ I understand that I am responsible for submitting and paying for a criminal background check as part of my application to the Master of Social Work Program.

_____ I understand that if there are currently any pending charges against me in any jurisdiction, this may make me ineligible for admission to Albany State University's Master of Social Work Program.

_____ I understand that should I fail to disclose such pending legal action, I understand that the Master of Social Work Program may be obligated to take immediate action to terminate me from the MSW Program.

_____ I understand that a history of criminal conviction may negatively impact the ability of MSW Field Program to place me within an agency for the purpose of completing my field education requirements and, hence, the MSW Program.

_____ I understand that it is my responsibility to disclose information regarding all prior adult convictions and/or criminal penalties to any agency where I may be placed for field education purposes.

_____ I understand that if I fail to be forthcoming with this information, it may result in dismissal from the agency and disciplinary action by the Master of Social Work Program, including termination from the MSW Program.

_____ I am aware that a felony history may make me ineligible to become a licensed social worker. (**Note:** Most state professional licensing boards reserve the right to deny any individual a professional license. Please contact the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists at 237 Coliseum Drive, Macon, Georgia 31217-3858 or at (478) 207-2440 for further information.

Additionally, please answer the following questions to identify any areas that may become potential problems in terms of being able to secure the required field malpractice insurance. Some of these questions are obtained from malpractice insurance applications while others are similar to those required on state social work licensing applications. **Before responding, please read each question very carefully.**

1. Have you *ever* (including those as a minor or juvenile) been charged with, or convicted of, a crime)s), either **misdemeanor or felony,** of any kind and, in particular, any involving drug or alcohol use such as a minor in possession of alcohol or drugs or driving under the influence of a substance (DUI), and including minor traffic violations such as speeding or other traffic violations, in any State or Country for which the outcome was not acquittal or dismissal?

   Yes _____ No _____

   If "yes," please provide the details below. You may use another sheet of paper to provide this information, if necessary.)

   _____
   _____
   _____

2. Do you have *any* misdemeanor or felony charges of any kind and, in particular, any involving drug or alcohol use such as a minor in possession of alcohol or drugs or driving under the influence of a substance (DUI), and including minor traffic violations such as speeding or other traffic violations, in any State or Country, currently pending against you?

   Yes _____ No _____

   If "yes," please provide the details below. You may use another sheet of paper to provide this information, if necessary.)

   _____
   _____
   _____

3. Have you ever been required by *any* licensing board or professional ethics body to surrender your license or found you guilty of a violation of ethics codes, professional misconduct, unprofessional conduct, incompetence or negligence in any State or Country?

   Yes _____ No _____

   If "yes," please provide the details below. You may use another sheet of paper to provide this information, if necessary.)

   _____
   _____
   _____

4. Are there *any* complaints, charges or investigations pending against you by any licensing board or professional ethics body for violation of ethics codes, professional misconduct, unprofessional conduct, incompetence or negligence in any State or Country?

   Yes _____ No _____

   If "yes," please provide the details below. You may use another sheet of paper to provide this information, if necessary.)

   _____
   _____
   _____

5. Have you *ever* had any insurance company decline, cancel, or refuse to renew or accept only on special terms any professional liability insurance?

   Yes _____ No _____

   If "yes," please provide the details below. You may use another sheet of paper to provide this information, if necessary.)

   _____
   _____
   _____

6. Has *any* professional liability claim or suit ever been made against you?

   Yes _____ No _____

   If "yes," please provide the details below. You may use another sheet of paper to provide this information, if necessary.)

   _____
   _____
   _____

7. Are there *any* circumstances of which you are aware of that may result in any professional liability claim or suit being made against you?

   Yes _____ No _____

   If "yes," please provide the details below. You may use another sheet of paper to provide this information, if necessary.)

   _____
   _____
   _____

8. Have you *ever* been accused or formally charged with engaging in any form of sexual misconduct with any current or formal client, a client's spouse, or any person with a direct relationship to a current or former client? ("Sexual misconduct" here means any actual or alleged unwanted erotic physical contact or proposal.)

   Yes _____ No _____

   If "yes," please provide the details below. You may use another sheet of paper to provide this information, if necessary.)

   _____
   _____
   _____

I certify that all of the information contained in these application materials is complete and correct. **I understand that any false, misrepresented or missing information may be cause for denial of my application for admission to the Master of Social Work Program at Albany State University. Further, in the event that my acceptance into the MSW Program has been granted prior to the discovery of false, misrepresented, or missing information, such discovery can be cause for immediate dismissal from the MSW Program.** I also understand that admission or graduation from the Master of Social Work Program does not guarantee obtaining a license to practice graduate level social work. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of the State Boards regulating professional practice.

The Master of Social Work Program reserves the right to deny admission to any applicant based on the best interest of the profession and the protection of public safety.

_____ _____

[Signature of the Applicant to the Master of Social Work Program] **[Date]**

*****DO NOT WRITE BELOW THIS LINE*****

APPLICANT SIGNATURE PAGE

IMPORTANT: Please read and sign the following section. *This application is incomplete unless signed by the Applicant.*

I certify that the information given in this application is complete and accurate. I understand that to make false or fraudulent statements within this application may result in disciplinary action, denial of admission, and invalidation of credits or degrees earned. If admitted, I hereby agree to abide by the policies of the Georgia Board of Regents, the rules and regulations of Albany State University, the policies and procedures of the MSW Program, and the NASW Code of Ethics. Should any of the information I have given change prior to my entry into the University, I will immediately notify the Admission Committee of the Master of Social Work Program.

_____

Applicant's Signature Date

It is the policy of the Master of Social Work Program to be in full compliance with all federal and state nondiscrimination and equal opportunity laws, orders and regulations relating to race, gender, religion, physical and mental abilities, age, sexual orientation, and ethnic or national origin. Furthermore, the Master of Social Work Program fully embraces standards set forth by the National Association of Social Workers (NASW) and the Council on Social Work Education (CSWE).