



CSUDH

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

DEPARTMENT OF SOCIAL WORK
PROGRAM INFORMATION & APPLICATION GUIDE



**FALL
2020**



**COLLEGE OF HEALTH, HUMAN
SERVICES & NURSING**

DEPARTMENT OF SOCIAL WORK, WH-385

PHONE: (310) 243-3170

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Dear Interested Applicant,

Thank you for your interest in the California State University, Dominguez Hills' Master of Social Work (MSW) Program. We are very excited you are considering us because we believe we have a very unique program that will prepare you to effectively work in the complex, diverse communities of Los Angeles. **We will begin accepting applications for admission to the MSW program for Fall 2020 on October 1, 2019.** Our program is fully accredited by the Council on Social Work Education (CSWE), as of February 2010 and has received reaffirmation of accreditation through 2022.

The MSW program at CSUDH prepares students for culturally and contextually competent social work practice in diverse, urban communities. We offer one concentration for advanced study: Social Work Practice in Communities. This concentration provides the framework in our full-time program for intervention in one of three specializations: Children, Youth and Families; Community Mental Health; and Community Capacity Building. The 3-year, part-time program offers a specialization of Community Mental Health. The MSW program curriculum consists of sixty (60) credit hours and a total 1028 hours of field placement. The field placement occurs in community agencies, where students gain professional experience that reinforces their classroom learning.

Currently, we offer two program options (on-campus only):

1) The **two-year full-time** program: Classes meet on Tuesdays and Thursdays throughout the day, with fieldwork hours **during daytime working hours** on Mondays, Wednesdays, and Fridays.

2) The **three-year part-time** program: Classes are held every other Saturday and one night during the week in the Fall and Spring semesters. Two, ten-week summer intersessions are also required over the course of the program (in between the first and second year of enrollment in the program, and also in between the second and third year of enrollment in the program). Each summer intersession occurs over a 10-week period; one five-week period consists of one course, which occurs two nights per week. The other five-week period also consists of one course, which occurs on consecutive Saturdays. Part-time students complete fieldwork in the Fall and Spring semesters of their second and third years in the program. Fieldwork occurs **during daytime working hours** on Mondays, Wednesdays and Fridays.

The application period for Fall 2020 begins on October 1, 2019 and closes on February 7, 2019. However, please be advised that the MSW department has a rolling admissions process; completed applications are reviewed in the order they are deemed complete by the Department of Social Work and will be reviewed until spaces are filled. Please continue checking the website frequently for additional information and updates regarding our program. We look forward to receiving your application!

Sincerely,

Camille S. Henderson, MSW
Full-time Lecturer, Admissions and Extended Education Coordinator

College of Health, Human Services and Nursing

Department of Social Work, Welch Hall 385

Telephone: 310.243.3170

Please direct MSW admissions inquiries to: [mswadmissions@csudh.edu](mailto:mwadmissions@csudh.edu)

MISSION STATEMENT

The CSUDH MSW Program is dedicated to the pursuit of a more just, global society through a critical, theoretical approach to education, scholarship, research, and community practice addressing societal dynamics stemming from the intersection of race/ethnicity, culture, gender, immigration, and socio-economic status, and membership in other categories historically subjected to oppression, discrimination and indifference. Located in a diverse, complex urban setting, the program prepares Master level social workers to professionally and ethically deliver social work practice grounded in analysis, intervention, evaluation and advocacy which addresses oppression and structural inequality to enhance the well-being of individuals, families and communities.

PROGRAM OVERVIEW

The Master of Social Work program at California State University, Dominguez Hills is strategically located to focus on the diverse social service needs and problems particular to the South Bay area of Los Angeles County, a large metropolitan area, which includes a socially and culturally diverse population. Because of this diversity, the program will prepare social work students for contextually competent social work practice, inclusive of the issues of culture; race; ethnicity; socioeconomic status; class; gender differences; sexual orientation; religion; and the effects of bias, prejudice and institutionalized racism. These issues and concerns may obscure helping efforts if they are not appropriately recognized and dealt with in practice and in social policy development and implementation. Thus, the program aims at increasing students' understanding of the underlying causes and resulting effects of prejudice, discrimination, and stereotyping from a variety of perspectives and teaches ways of identifying strategies and interventions for addressing these concerns and problems in social work practice.

Grounded in Critical Race Theory and Intersectionality, the Department of Social Work has developed a psychosocial, ecological and cross-cultural orientation to social work practice and is designed to educate contextually competent social work practitioners. The curriculum is developed and organized as a coherent and integrated whole consistent with program goals and objectives. Social work education is grounded in the liberal arts and contains a coherent, integrated professional foundation in social work practice from which an advanced practice curriculum is built at the graduate level.

ADMISSIONS INFORMATION SESSIONS

We encourage you to RSVP (<https://www.csudh.edu/social-work/info-sessions/>) and attend one of our Admissions Information Sessions to learn more about our program, the application process, stipends and more! Please visit <https://www.csudh.edu/campus-map-directions/> for a campus map, driving directions and parking information.

*Date	Time	Location
Thursday, September 12, 2019	6:00pm – 8:00pm	Loker Student Union, Ballroom A&B
Thursday, October 3, 2019	6:00pm – 8:00pm	Loker Student Union, Ballroom A&B
Saturday, November 9, 2019	9:00am – 11:00am	Loker Student Union, Ballroom A&B
Saturday, December 7, 2019	9:00am – 11:00am	Loker Student Union, Ballroom A&B
Thursday, January 9, 2020	6:00pm – 8:00pm	Extended Education, Room 1213

**Please check website periodically for any changes*

ACCREDITATION

The MSW program at CSUDH is fully accredited by the Council on Social Work Education (CSWE) as of February, 2010. Obtaining full accreditation is a lengthy process involving several steps and lasting for at least four years. Accreditation is essential for all graduate social work programs especially in states where there is licensure, because only graduates from accredited programs are permitted to take the licensing exam. The accreditation process for programs involves several steps: (1) Application (2) Completion of an initial self-study referred to as Benchmark 1 followed by an on-campus site visit results in admittance to candidacy. Candidacy is the first level of accreditation and graduates from programs in candidacy are granted the right to collect hours toward licensure. (3) Benchmark 2 is completed in year two of the program followed by another site visit; (4) A Draft Self Study is completed in year three of the program, with another on campus site visit and a recommendation the program complete a full Self Study and prepare for a full site team visit. (5) During year four, the full Self Study is written and a team of social work educators visit campus to review the program. The program is then eligible for full accreditation. (6) Initial accreditation is granted for four years. The program has been reaffirmed through 2022.

CURRICULUM

The curriculum is organized around the 2015 (Educational Policy Accreditation Standards) EPAS and is designed to prepare students for the following:

1. To educate social work practitioners to engage in autonomous, professionally competent practice, which includes culturally appropriate interventions tailored to enhance the well-being of individuals, families, and the successful functioning of groups and organizations.
2. To educate social work practitioners to engage in economic and social justice work through the practice of culturally and contextually competent interventions at all levels, including analysis, advocacy, direct interventions and evaluation with communities in diverse urban environments.
3. To educate social work practitioners to develop a life-long learning philosophy based in ongoing self-evaluation of practice with individuals, families, groups, organizations and communities informed by social research.
4. To educate social work practitioners to engage in ethical social work practice which is consistent with the values of the profession through expectations and opportunities in work with client in community practice.
5. To educate social work practitioners to engage in a critical and theoretical approach to social work practice through exposure to and participation in faculty scholarship and research in the classroom and in the community.

We have selected the theoretical framework of Critical Race Theory and Intersectionality as an organizing principle of the curricula of the MSW program.

CONCENTRATION AND SPECIALIZATIONS

California State University, Dominguez Hills' MSW program offers one concentration: **Social Work Practice in Communities (SWPC)**. Course units are distributed across foundation and concentration curricula over the course of the program.

There are three (3) specializations that our full-time students may choose: (1) Children, Youth and Families, (2) Community Mental Health, (3) Community Capacity Building. Part-time students may only select the Community Mental Health specialization. Field placements in these practice areas will further expose students to the complex issues that face diverse communities and prepare them for employment in these fields after they graduate.

The foundation curriculum is considered the basis for social work practice. The intent of the foundation experience is several folds:

1. To give students grounding in the social work profession;
2. Teach students assessment, practice and research models at all levels of social work practice.
3. Teach students about the social welfare institution and its many facets;
4. Engage them in practice opportunities utilizing the full range of social work roles in working with the breadth and scope of social work client systems; and
5. Expose them to advanced theory in preparation for autonomous practice.

The foundation curriculum coupled with the Social Work Practice in Communities concentration prepares students for autonomous professional social work practice. At the advanced levels, students are expected to understand theory, analyze it for its contextual properties and implement cultural and contextually competent practice in one of the specialization areas.

Additionally, students will be prepared to evaluate their practice, programs and create research questions that demonstrate advancement of ideas with specific populations. Students are expected to understand the connection between personal troubles and issues and realize that social change is a natural extension of social work practice at all levels. They will therefore be prepared to advocate and organize for this end. Under the supervision of program approved Fieldwork Instructors, students will complete internship hours that allow them to carry out concentration curriculum objectives. At the conclusion of their study, students will complete a culminating experience; a requirement of all graduate students. The culminating experience should reflect their knowledge, skills and values as a professional social worker.

PROGRAM REQUIREMENTS AND COURSE SCHEDULE

The MSW program requires completion of 60 semester credit hours which can be accomplished with two program options (on-campus only):

- A **two-year full-time** program with classes that typically meet on Tuesdays and Thursdays throughout the day, with fieldwork hours on Mondays, Wednesdays, and some Fridays. Start and end times for classes vary per semester. However, classes usually begin between 7:00am and 8:00am and conclude around 4:00pm.
- A **three-year part-time** program with year-round classes held during weekday evenings and during the day on weekends, with field work hours typically occurring on Mondays, Wednesdays and some Fridays in the second and third years. Start and end times for classes vary per semester. However, weekday evening classes may begin as early as 5:00pm and may conclude as late at 10:00pm. Saturday classes usually begin as early as 8:00am and conclude as late as 5:00pm.

Special Note: *Field placements are held during regular business hours. Also, start and end times for classes are subject to change and may also vary per course and/or per semester.*

**Full-Time, Two-Year Students
MSW COURSE SEQUENCE 2019-2021**

Foundation Year Course Schedule (30 credit hours)

Fall	Spring
MSW 500: Human Behavior and the Social Environment I (3)	MSW 501: Human Behavior and the Social Environment II (3)
MSW 510: Social Welfare Policy I (3)	MSW 511: Social Welfare Policy II (3)
MSW 520: Generalist Social Work Practice I (3)	MSW 521: Generalist Social Work Practice II (3)
MSW 524: Critical Race Studies in SW Practice (3)	MSW 530: Social Welfare Research (3)
MSW 540: Fieldwork Practicum I (3)	MSW 541: Fieldwork Practicum II (3)

Concentration Year Course Schedule (30 credit hours)

Students may only pursue one specialization in their concentration year of the program

- * Courses required of all students but placement is in a setting that supports their specific specialization.
- ** Courses required based on designated specialization, unless approved by specialization instructor.
- *** Please consult with your Advisor re: approved electives that are available within or outside of the Department.
- ****Eligible students have the option of pursuing a thesis, upon being granted departmental approval. Approved thesis students will enroll in MSW 599 in the Spring instead of MSW 595 Seminar in Integrative Learning.

Concentration Year Course Schedule: Children Youth and Families Specialization

Fall	Spring
MSW 550: Advanced SW Practice in Communities (3)	MSW 555: Advanced Practice in Administration and Leadership (3)
Elective (3) ***	MSW 560: Social Welfare Policy III: Children Youth and Families (3) **
MSW 570: Fieldwork Practicum III (3) *	MSW 571: Fieldwork Practicum IV (3) *
MSW 580: Seminar in Child Welfare Issues (3) **	Elective (3) ***
MSW 595: Advanced Research in SW Practice (3)****	MSW 595: Seminar in Integrative Learning (3)****

Concentration Year Course Schedule: Community Mental Health Specialization

Fall	Spring
MSW 550: Advanced SW Practice in Communities (3)	MSW 555: Advanced Practice in Administration and Leadership (3)
MSW 592: Diagnostic Assessment in Social Work (3)	MSW 561: Social Welfare Policy III: Community Mental Health (3) **
MSW 570: Fieldwork Practicum III (3) *	MSW 571: Fieldwork Practicum IV (3) *
MSW 582: Seminar in Mental Health Issues (3) **	Elective (3) ***
MSW 595: Advanced Research in SW Practice (3)****	MSW 595: Seminar in Integrative Learning (3)****

Concentration Year Course Schedule: Community Capacity Building Specialization

Fall	Spring
MSW 550: Advanced SW Practice in Communities (3)	MSW 555: Advanced Practice in Administration and Leadership (3)
Elective (3) ***	MSW 551: Social Welfare Policy III: Community Capacity Building (3) **
MSW 570: Fieldwork Practicum III (3) *	MSW 571: Fieldwork Practicum IV (3) *
MSW 581: Seminar in Community Capacity Building (3) **	Elective (3) ***
MSW 595: Advanced Research in SW Practice (3)****	MSW 595: Seminar in Integrative Learning (3)****

**Part-Time Extended Education Students
MSW COURSE SEQUENCE 2019-2022**

Fall Semester Year 1	Spring Semester Year 1	Summer Year 1
MSW 500 Human Behavior and the Social Environment I (3) Sat (AM)	MSW 501 Human Behavior and the Social Environment II (3) Sat (AM)	MSW 510 SW Policy I (3) Tues & Thurs evenings
MSW 524 Critical Race Studies in Social Work Practice (3) Sat (PM)	MSW 530 SW Research 530 (3) Sat (PM)	MSW 511 SW Policy II (3) Sat (All day)
MSW 520 General Practice I (3) Wed evening	MSW 521 Gen Practice II (3) Wed evening	Total Credit Hours for 1st Year: 24

Fall Semester Year 2	Spring Semester Year 2	Summer Year 2
MSW 550 Advanced SW Practice in Communities (3) Sat (AM)	MSW 582 Seminar in Mental Health Issues Sat (AM)	Elective (3) * Tues & Thurs evenings
MSW 592 Diagnostic Assessment in Social Work (3)* Sat (PM)	MSW 555 Advanced Practice in Administration and Leadership (3) Sat (PM)	MSW 561 Social Welfare Policy III: Community Mental Health (3) Sat (All day)
MSW 540 Field Practicum I (3) Wed evening	MSW 541 Field Practicum II (3) Wed evening	Total Credit Hours for 2nd Year: 24

Fall Semester Year 3	Spring Semester Year 3	
MSW 570 Field Practicum III (3) Thurs evening	MSW 571 Field Practicum IV (3) Thurs evening	Total Credit Hours for 3rd Year: 12
MSW 595 Advanced Research in SW Practice (3)** Thurs evening	MSW 595 Seminar in Integrative Learning (3)** Thurs evening	

Total Credit Hours for Program:(60)

*Please consult with your Advisor re: approved electives that are available within or outside of the Department.

**Eligible students have the option of pursuing a thesis, upon being granted departmental approval. Approved thesis students will enroll in 599 in the spring instead of the E-Portfolio class (Seminar in Integrative Learning).

FALL 2020 APPLICATION GUIDE

The Master of Social Work (MSW) admissions process consists of two (2) steps:

Step 1: COMPLETE the CAL STATE APPLY PROCESS* by February 7, 2020.

- Visit Cal State Apply (<https://www2.calstate.edu/apply/graduate>).
- When prompted to select the program to which you want to apply, please select: Campus “CSUDH”; Location “Main Campus”; Delivery Format “Face to Face”; “Start Term “Fall 2020”. Program “Social Work” or “Social Work – Part time” (the application is identical for both programs).
- Pay the CSU Application fee (\$70). This fee is non-refundable and may not be transferred to another term.
- Complete the online application, which consists of four (4) quadrants: The first three (3) quadrants (i.e. Personal Information; Academic History; and Supporting Information) are required of applicants across all Cal State University programs. The fourth (4th) quadrant (i.e. Program Materials) includes questions and materials that are specific to the program(s) you are applying to (e.g. Master of Social Work Program). **For detailed guidance on the Social Work program’s 4th quadrant, please see “Instructions for Completing Program Materials” (pgs. 11-13)**
- Submit official transcripts of **all** colleges/universities attended. **Electronic transcripts are preferred.** Once the application is submitted, applicants receive an email from the Office of Admissions & Records indicating where transcripts should be sent.
- *Official TOEFL scores (English Proficiency score reports), if applicable, need to be submitted to the Office of Admissions. **International students** will follow the protocols already in place through the College of Extended and International Education (**pg. 12**).
- Submit GRE scores (optional). Strongly recommended if Grade Point Average (GPA) is below 3.0.
- Upload Documents (required and optional) and complete Supplemental Questions:
 - Statement of Financial and Time Management (**pg.15**).
 - Experience Profile (**pg. 14**). CV/Resume is optional.
 - Personal Statement (**pg. 11**).

Step 2: COMPLETE the REFERENCE PROCESS** by submitting all reference materials to the Department of Social Work by February 7, 2020. (pgs. 13, 16 & 17)

- Submit three (3) reference packets (i.e. reference form and typed letter of recommendation on letterhead with “wet ink” signatures).
- Each reference packet must be enclosed in an envelope, signed across the sealed flap, and should not be more than one year old.
- We strongly recommend that you gather all three (3) completed, sealed and signed reference packets and submit them all at once, directly to the Department of Social Work (Welch Hall 385) via mail or hand delivery.
- ** An email confirmation will be sent to you once the department verifies that your reference process is complete, meaning that we have received completed reference forms and official letters from all three (3) references.

IMPORTANT NOTES

About the MSW admissions process.....

- The information you provide as part of your application is part of a dual admissions process, which means that you must meet the minimum expectations set forth by both CSUDH's Office of Admissions and CSUDH's Department of Social Work.
- Completion of Cal State Apply is **ONE STEP** in the application process and does not automatically qualify your application for admissions consideration by the Department of Social Work.
- Applicants will not be able to submit their Cal State Apply application unless all four quadrants are complete. This means that all applicable documents must be submitted before the application deadline.
- Once the Office of Admissions deems an application eligible for review according to University requirements, the Department of Social Work will initiate our internal screening process to determine if all Program Materials and Reference Packets (materials) are complete and that program requirements/pre-requisites have been met. **An email confirmation will be sent to you once the Department verifies that your application is complete.**
- Incomplete application materials will not be considered. All reference materials must be received (not postmarked) by February 7, 2020.
- The Department of Social Work has a rolling admissions process, meaning that applications are reviewed in the order they are deemed complete, until spaces are filled. Therefore, applicants are encouraged to submit their application early. We only offer fall enrollment for the MSW program; we do not offer spring or summer enrollment.

ADDITIONAL CONSIDERATIONS

Please carefully read the following statements.....

- The MSW program is very demanding and you **may not be able to continue your current job** while in the program. Please be prepared to adjust your schedule to meet the MSW program curriculum requirements. Please also understand that there is no guarantee that your field placement will be close to your place of residence and may require up to an hour commute each way.
- As a prospective student, please be aware that you must pass criminal clearance(s) before final placement confirmation for internships. If you have a prior felony or misdemeanor conviction or any other involvement with the legal system that may come up during the screening process, please be prepared to discuss this with field faculty so that considerations can be made when deciding placement. Please also be aware that you may not be able to: (1) receive a license in clinical social work (LCSW) from the state of California, and (2) may be excluded from obtaining social work jobs, internship placements, and/or may experience delay in field practicum courses.
- At the end of the Supplemental Questions section of the 4th quadrant, you will be asked to certify that you have read and understood the above statements, and that all application materials submitted for consideration are complete and accurate.

ADMISSION CRITERIA

The information you provide as part of your application is part of a dual admissions process, which means that you must meet the minimum expectations and requirements set forth by both CSUDH's Office of Admissions and CSUDH's Department of Social Work.

Graduate Admission

The following requirements must be met to qualify for general admission:

- *Completion of a four-year college course of study and an acceptable baccalaureate degree from an institution accredited by a regional accrediting association or completion of equivalent academic preparation as determined by appropriate campus authorities.
- Good academic standing at the last college or university attended.
- *Attained a grade point average of at least 2.5 in an acceptable earned baccalaureate degree.
- A GPA of at least 2.5 (A=4.0) in the last 60 semester (90 quarter) units attempted.
- Satisfactory adherence to the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities may prescribe.

*Applicants who are in the process of completing final course requirements to obtain their baccalaureate degree are eligible to apply.

Please visit <https://www.csudh.edu/gsr/graduate-studies/graduate-admission/> for more information.

MSW Program Criteria

The CSUDH MSW program Admissions Committee welcomes applications that demonstrate high academic achievement and potential for social work practice.

- Have completed a bachelor's degree with a liberal arts background (recommended) from an accredited institution. Coursework should include a minimum of three (3) courses in Behavioral Sciences (i.e. social work, sociology, cultural anthropology, psychology, economics, political science, gender or ethnic studies, etc.) two (2) courses in the Humanities (philosophy, history, literature, religious studies, performing or visual arts, etc.); and the two (2) prerequisites outlined below:
 - Students are required to have taken and earned a C (not C-) or higher grade in one (1) course in Human Development, or an equivalent.
 - Students are required to have taken and earned a C (not C-) or higher grade in one (1) course in Elementary Statistics, or an equivalent.
- Students are required to have a 2.75 GPA in the last 60 semester units (or 90 quarter units) to be admitted to the MSW program. Applicants with a lower GPA may be considered based on their meeting certain other criteria.
- Graduate Record Exam (GRE) scores are strongly recommended if GPA is below 3.0.

A list of prerequisite equivalents for the Human Development course and the Elementary Statistics course may be accessed via the following link on our website, under "Criteria for Admission":
<https://www.csudh.edu/social-work/admissions/>

CSUDH MSW APPLICANT DEADLINES

What?	How / Where?	By When?
Complete application and submit all applicable materials	Cal State Apply	February 7, 2020
Submit three (3) reference packets to Department of Social Work	Mail or hand deliver to Welch Hall 385	February 7, 2020
Submit official "Letter of Good Standing" for each Master's program previously attended without having completed the degree	Department of Social Work	February 7, 2020
Submit updated official transcript(s) reflecting proof of successful completion of degree and/or outstanding coursework pre-requisites.	Office of Admissions and Records	July 1, 2020

HELPFUL CSUDH LINKS

For information on.....	
Department of Social Work	https://www.csudh.edu/social-work/
Graduate Association of Social Workers (GASW)	https://www.gaswcsudh.com/about-gasw
Future Graduate Students	https://www.csudh.edu/future-students/apply/graduate/
Graduate Studies and Research	https://www.csudh.edu/gsr/
Financial Aid	https://www.csudh.edu/financial-aid/
Office of Admissions and Records	https://www.csudh.edu/records-registration/
Student Support	https://www.csudh.edu/student-support/
Student Health Services	https://www.csudh.edu/shps/student-health-services/
Library	https://www.csudh.edu/library/
Loker Student Union	https://www.lsucsdh.org/
Bookstore	https://www.bkstr.com/csudominguezhillssstore/home
International Students	https://www.csudh.edu/ceie-intl/intl-student-info/
Cal State Apply Frequently Asked Questions (FAQ's)	https://www2.calstate.edu/apply/faq/Pages/default.aspx

Instructions for Completing “PROGRAM MATERIALS” (4th Quadrant) in Cal State Apply

Please **UPLOAD** the following items to “Documents” tab in Cal State Apply*

Personal Statement (required): As part of your application for admission, please submit a personal statement that incorporates each of the questions, below. Your statement should be well-crafted and demonstrate critical thinking capability, creativity in the management of complex material, analytical and self-reflective capacities, advanced writing skills, synthesis of life/professional experiences and desire to work in the field of social work. Failure to address all items or adhere to the guidelines and instructions may affect admission. The statement should be between four (4) to six (6) double-spaced pages (one-inch margins, 12-point, typed font) and should be written in essay format. Any additional pages may be discarded.

1. Discuss how your interest in social work evolved and the philosophy upon which this interest is based. Illustrate this discussion using examples from educational, vocational, and/or personal experiences.
2. The social work profession is rooted in a set of core values. These values are: service; social justice; dignity and worth of a person; importance of human relationships; integrity and competence. Explain how your own values are aligned with those of the social work profession.
3. The MSW program at CSUDH emphasizes Critical Race Studies and Intersectionality as frameworks to inform Social Work practice. Please discuss your understanding of systems of oppression (race, class, gender) and how they interact and affect disenfranchised communities (low income communities, LGBT, homeless, immigrant populations, etc.).
4. Which personal strengths will assist you in your graduate education and as a professional social worker?
5. Please share at least one personal limitation that you are aware of that can be challenging to you as you pursue your graduate education and career as a professional social worker.

CV/Resume (optional item must be uploaded as “CV/Resume”): A curriculum vitae (CV) or resume may be submitted as part of your application. However, it cannot substitute completion of the “Work Experience” information, which is required.

Work Experience (required item must be uploaded as “Other”): Experience related to social work is preferable, but not required for admission. Please list and describe all paid (full and part time) and non-paid work (internships, practicum, volunteer) for at least, but not limited to, the last 10 years beginning with your most recent experience. An “Experience Profile” form is provided on **pg.14**. You may use the form provided, but do not substitute a resume in lieu of completing this part of the application. If you choose not to use the form, then the items on the document you submit must be limited to only the following categories of information for each place you list:

- Name of Organization
- Your Position/Title
- From (month and year) and To (month and year)
- Number of hours per week
- Brief (no more than 3 sentences) description of your responsibilities
- Indicate whether each work experience is/was paid, volunteer or practicum

Test Score Report (optional): A copy of your **official GRE (Graduate Record Examination) scores** may be submitted with your application. Candidates who possess a GPA less than 3.0 should strongly consider submitting GRE scores with their application. For candidates that have a GPA of 3.0 or higher, the GRE is strictly optional.

***Official TOEFL scores (if applicable) need to be submitted directly to the Office of Admissions:** English Proficiency score reports are not collected in Cal State Apply. These score reports can be delivered to the Admissions & Records Customer service desk. For unofficial scores, please send to admit@csudh.edu. International students will follow the protocols already in place through the College of Extended and International Education.

Statement of Financial and Time Management (required item must be uploaded as “Other”): The MSW program is a rigorous, 60-unit program in which you must maintain a B average. Approximately 16-20 Fieldwork hours per week are also required. Therefore, we require all applicants to discuss their financial and time management plans they will pursue if admitted into the MSW in the program (pg. 15).

Note regarding release time: If you are a current public system employee, (e.g. Department of Children and Family Services, Department of Probation, etc.) and you plan to use release time to complete your internship hours, please know that you must submit verification of approved release time from your employer prior to starting your field placement.

Additional Information (optional item(s) must be uploaded as “Other”): You may submit up to three (3) separate sets of documents to the “other” section. If you have more than one file or document that reflects additional information you would like the committee to consider as part of your application, please combine them into a single file before uploading.

Please enter responses to the following questions directly into the “Supplemental Questions” tab of Cal State Apply.

Required Questions: All questions marked with an asterisk (*) in Cal State Apply must be answered in order for the application to be considered complete. The questions shall either be answered in essay format or by selecting items from a dropdown menu. Please ensure that all essay responses are double checked for typos and grammatical errors.

Please be prepared to respond to the following required questions (items listed below have been modified to provide general guidance as applicants prepare for the application process; full length questions are in Cal State Apply).

- How did you hear about our program?
- Identify the program you are applying for and rank the specialization in order of preference.
- Have you previously applied to CSUDH’s MSW program? If so, which year(s)?
- Have you attended a Master’s degree program in the past without completing your degree? Must submit official letter(s) of good standing directly to the Department of Social Work by the application deadline (February 7, 2020).
- Have you successfully completed a minimum of **three (3) Behavioral Science courses** (i.e. sociology, psychology, political science, economics, child development, etc.)?
- Have you successfully completed a minimum of **two (2) Humanities courses** (i.e. humanities, philosophy, literature, history, etc.)?
- ****List any course that meets the Human Development** (i.e. lifespan development, child development, developmental psychology, early childhood development, etc.) prerequisite that you have either successfully completed, or are in the process of completing.
- ****List any course that meets the Elementary Statistics** prerequisite that you have either successfully completed, or are in the process of completing.
- If you are currently employed at a public welfare agency (i.e. Department of Children and Family Services; Department of Public Social Services; Department of Probation, etc.), please provide information regarding your status of employment at the public welfare agency where you are currently employed.
- Additional Considerations Certification: Statement addressing the demands of our program and various factors to consider while in the process of applying

****NOTE regarding academic prerequisites:** Academic prerequisites must be passed with a grade of “C” (not C-) or better in order for the course to be deemed successfully complete. Proof of enrollment in any prerequisite course and/or proof of successful completion of any prerequisite course must be submitted by the document deadline indicated in this guide. Please be prepared to provide a) name of institution; b) Date course was/will be completed; c) course number and title; and d) grade received (if applicable). Our Department will review official transcripts to cross-reference and validate the information you indicate. If our assessment of your academic prerequisites does not match the information you have listed, we reserve discretion to override the information you have listed. In the event that the prerequisites do not meet our criteria or are missing, you will be notified via email.

A list of prerequisite equivalents for the Human Development course and the Elementary Statistics course may be accessed via the following link on our website, under “Criteria for Admission”:

<https://www.csudh.edu/social-work/admissions/>

Additional information (optional): Describe any significant achievements or personal information, etc., not reflected in the enclosed forms that might enhance your application. This may include, but not limited to a list of publications, awards, honors, and professional presentations, etc. You may answer the question as a written narrative directly in the essay box and/or upload related documents to the “Other” category of the “Documents” section to support your application.

Instructions for Completing the “REFERENCE PROCESS”

Note to Fall 2019 Applicants: Reuse of valid reference materials from the Fall 2019 application period requires written authorization from the Department of Social Work before submitting your application. Please allow 7-10 business days to be notified of our decision after submitting your reference reuse request to mswadmissions@csudh.edu.

DO NOT submit reference materials (packets) via Cal State Apply:

The reference process is separate from the Cal State Apply application process. It is a requirement of the Department of Social Work. Recommendations are a very important part of your application requirements for the Master of Social Work program. It is a **MULTI-STEP** process that must be handled in a detailed manner. Therefore, please be mindful of the following:

1. Master of Social Work applicants are required to submit three (3) letters of recommendation, with at least two (2) from academic experts (faculty members) who can speak to the applicant's academic preparation for graduate school. If the applicant has not attended school within the past five (5) years, professional references may be submitted in lieu of academic experts.
2. Your application is not considered complete and may not be reviewed by the department, unless ALL of the following reference materials are received (not postmarked) by the Department of Social Work on or before the application deadline (February 7, 2020). **Each person writing a letter of recommendation on your behalf must complete and submit a separate reference packet, which consists of the following:**
 - a. complete and sign the two (2) page Professional or Academic Reference form;
 - b. write and sign (in wet ink only) an original letter of recommendation. The signed letter must be typed and placed on official letterhead;
 - c. create a CSUDH Department of Social Work "reference packet" by placing the ORIGINAL, HARD COPIES of the two (2) page reference form and the reference letter in a sealed envelope;
 - d. sign the envelope across the seal of the back flap;
 - e. mail or hand deliver the sealed envelope with the enclosed "reference packet materials" to:
California State University, Dominguez Hills
Department of Social Work (Welch Hall 385)
College of Health, Human Services and Nursing
1000 East Victoria St
Carson, CA 90747

EXPERIENCE PROFILE

(REQUIRED: please complete and upload to DOCUMENTS "Other" in Cal State Apply)

Last Name	First	Middle

Experience related to social work is preferable but not required for admission. Please describe all paid (full and part time) and non-paid work (internships, practicum, volunteer) for at least, but not limited to, the last 10 years beginning with your most recent experience. **Do not substitute a resume in lieu of completing this section. Attach additional pages as needed.**

Business/Agency Name	Position/Title
From (Mo./Yr.) To (Mo. /Yr.)	Hours Per Week Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Practicum <input type="checkbox"/>
Responsibilities	

Business/Agency Name	Position/Title
From (Mo./Yr.) To (Mo. /Yr.)	Hours Per Week Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Practicum <input type="checkbox"/>
Responsibilities	

Business/Agency Name	Position/Title
From (Mo./Yr.) To (Mo. /Yr.)	Hours Per Week Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Practicum <input type="checkbox"/>
Responsibilities	

Business/Agency Name	Position/Title
From (Mo./Yr.) To (Mo. /Yr.)	Hours Per Week Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Practicum <input type="checkbox"/>
Responsibilities	

STATEMENT OF FINANCIAL AND TIME MANAGEMENT
(REQUIRED: please complete and upload to DOCUMENTS "Other" in Cal State Apply.
Please also refer to pg. 12 of this application guide)

Last Name	First	Middle
_____	_____	_____

Applicants for the Full-time program:

The Full-time MSW program is a rigorous two-year 60-unit program in which you must maintain a B average. It will require 15 hours per week of classes (may start between 7:00am – 8:00am and usually conclude around 4:00pm). Please refer to the course curriculum and course sequence information provided in this packet. The program also requires 16-20 hours (approx. 8:00pm to 5:00pm) of field work and another estimated 25 hours per week in reading and completing writing assignments. **FIELD PLACEMENT OCCURS DURING REGULAR WORKING HOURS, thus prior arrangements MUST be made with your place of employment.** If you plan to work while enrolled as a student in the MSW program, please list your proposed work schedule (days and hours during the week).

Applicants for the Part-time program:

Although designed to provide more flexibility for working individuals, the part-time program requires a three-year commitment. It is a rigorous program in which you must maintain a B average. This 60-unit program involves evening and weekend classes throughout the Fall, Spring and Summer terms. Part-time students should anticipate an estimated 16-20 hours per week in reading and completing writing assignments. In the Fall and Spring semesters of the second and third years of the program, part-time students must complete 16-20 hours of field work while taking evening and/or weekend courses. **FIELD PLACEMENT OCCURS DURING REGULAR WORKING HOURS, thus prior arrangements MUST be made with your place of employment.** If you plan to work while enrolled as a student in the MSW program, please list your proposed work schedule (days and hours during the week).

Please discuss your financial and time management plans, below
(attach additional pages, as needed):

Professional or Academic REFERENCE FORM (REQUIRED)

A separate recommendation letter must be placed on letterhead and attached to this two (2) page reference form. The reference form(s) and separate reference letter must possess an original "wet ink" signature.

Instructions to the Applicant

This form should be given to an individual who is able to comment on your qualifications for graduate studies and should be dated within one year of application submission. References should be professional and/or academic. Please do not include any personal references. The completed reference form and separate letter of recommendation** must be in a sealed envelope with the reference person's signature across the flap.

Reference packets (letters and reference forms) without original "wet ink" signatures will not be accepted. Reference packets submitted without original "wet ink" signatures across the flap will not be accepted. **Please mail or hand deliver original reference packets directly to the Department of Social Work (Welch Hall 385). Reference packets will not be accepted if received after February 7, 2020.**

Applicant's Name (please type or print)

Reference's Name (please type or print)

Under the 1974 Family Education Rights and Privacy Act (FERPA), the applicant will have access to the information provided on this form if admitted and matriculated. However, in order to ensure that references are free to write a candid letter of recommendation, an applicant may waive the right to see this form and the letter of recommendation. **By signing this form, the applicant waives his/her right to view this reference and its contents.**

Signature of Applicant

Date

Instructions to the Reference

Please be informed that under the 1974 Family Education Rights and Privacy Act (FERPA), the student will have access to the information provided on this form if admitted and matriculated, unless the student waives such right to review. This form will indicate above, if the right to review is waived.

The above-named applicant is seeking admission to the Master of Social Work program at California State University, Dominguez Hills and has given your name as a reference. Please acquaint us with information as to the applicant's qualifications and capabilities. The information you share with us will significantly aid us in the admissions process, as individuals who enter graduate social work training will have heavy academic, financial, and personal demands placed on them. It is essential for students to possess a high degree of intellectual, emotional, professional, and personal capacities to successfully complete graduate level coursework and training. An individual who enters graduate training without a high degree of development in the areas mentioned above is at risk of failure and disappointment. Therefore, we would greatly appreciate your assistance in our evaluation of this candidate.

Please place this completed form **and** a separate, original letter of recommendation (on letterhead) in an envelope, seal and sign across the flap. Return to the applicant who will submit the sealed envelope containing your recommendation to us as part of the application process.

Please answer the following questions as thoughtfully as possible and also attach a letter (according to guidelines above) in addition to completing this form.

1. How long have you known the applicant? _____ month(s) _____ year(s)
2. In what capacities have you known the applicant? (Please check the appropriate boxes.)
 Professor Research Supervisor Academic Advisor Supervisor Field Instructor Other _____
3. What do you consider the applicant's **major strengths**?

4. In what areas, and to what degree, does the applicant **need to improve or further develop?**

5. Using as a base of comparison other individuals whom you have known in the same field in recent years, please indicate your evaluation of this applicant's ability and professional competence by placing an "X" in the appropriate category.

Characteristic	Exceptional Top 5%	Outstanding Top 20%	Very Good Top 35%	Good Top 50%	Next 50%	No Basis For Judgment
Intellectual Capacity	<input type="checkbox"/>					
Maturity and emotional stability	<input type="checkbox"/>					
Capacity for self-awareness	<input type="checkbox"/>					
Integrity and honesty	<input type="checkbox"/>					
Concern for the well-being of others	<input type="checkbox"/>					
Ability to respect others' differences	<input type="checkbox"/>					
Interpersonal skills	<input type="checkbox"/>					
Leadership skills	<input type="checkbox"/>					
Willingness to accept direction/ supervision	<input type="checkbox"/>					
Ability to make sound judgments	<input type="checkbox"/>					
Ability to be flexible	<input type="checkbox"/>					
Creativity and resourcefulness	<input type="checkbox"/>					
Ability in oral communication	<input type="checkbox"/>					
Ability in written communication	<input type="checkbox"/>					
Potential and motivation for chosen field	<input type="checkbox"/>					

6. It is very important to the Department in its evaluation to have any additional comments that will assist in assessing the applicant's potential for success in pursuing graduate social work education and future social work practice. Please provide additional comments in the space, below.

7. Please indicate the strength of your overall endorsement by checking the appropriate box below.
 Highly Recommended Recommended Recommended with reservations Not Recommended

Name and Professional Degree (please print or type) _____

Name of Organization _____

Business Address _____

Business Telephone Number _____ Email _____

Signature of Reference _____ **Date** _____