

DEPARTMENT OF SOCIAL WORK

**PROGRAM &
APPLICATION GUIDE**

FALL 2022



COLLEGE OF HEALTH, HUMAN
SERVICES & NURSING

DEPARTMENT OF SOCIAL WORK, WH-385

PHONE: (310) 243-3170

FAX: (310) 928-7268

Dear Prospective Student,

Thank you for considering California State University, Dominguez Hills' Master of Social Work (MSW) Program! Founded in 2006, our program is the first and only known CSWE ([Council on Social Work Education](#)) accredited MSW program in the nation that grounds its curriculum in Critical Race Theory. We are committed to advancing anti-racist social work education that addresses societal dynamics stemming from intersectional oppression. Our unique program prepares MSW students for culturally and contextually competent social work practice in complex, diverse communities throughout Greater Los Angeles, the South Bay, and surrounding areas. We are proud to have been recognized by [GradReports](#) and [Best Value Schools](#) as one of the top Master of Social Work programs in California. There are approximately 300 accredited MSW programs, nationwide, but there is only one Dominguez Hills!!

We offer two (face-to-face, on-campus only) enrollment options:

- 1) The **two-year full-time** option: Classes typically meet on Tuesdays and Thursdays throughout the day, with field practicum hours occurring **during daytime working hours** on Mondays, Wednesdays, and/or Fridays.
- 2) The **three-year part-time** option: Classes are usually held every other Saturday and one weeknight in the Fall and Spring semesters. At the end of their first year of enrollment, part-time students take two summer courses. Two additional summer courses are taken at the end of their second year of enrollment. Both sets of summer sessions occur over a 10-week period: one five-week period consists of one course, two nights per week; the other five-week period consists of a different course, which occurs on consecutive Saturdays. Part-time students complete field practicum in the Fall and Spring semesters of their second and third years in the program. Field practicum usually occurs **during daytime working hours** on Mondays, Wednesdays and/or Fridays.

The entire MSW program curriculum consists of **sixty (60) credit units** and a total of **1028 hours of field placement**. Placements occur in community agencies, where students gain professional experience that reinforce their classroom learning. In their final year of the program, students choose one of **three specialized areas of practice**: Children, Youth and Families; Community Capacity Building; and Community Mental Health. The 3-year, part-time option offers a singular specialization in Community Mental Health.

The **Fall 2022 application period** is **October 1, 2021 through February 1, 2022**. Please be advised that the Department observes a **rolling admissions** process; completed applications are reviewed in the order they are deemed complete by the Department of Social Work until spaces are filled.

MSW courses and most Departmental events will occur virtually, through the end of the Fall 2021 term. The Department of Social Work will continue to assess the instructional modality of future terms in accordance with university guidelines. When on campus, students, staff and faculty shall continue to observe state, local, CSU-system, and CSUDH health and safety measures. Please visit <https://www.csudh.edu/together/> for **CSUDH COVID-19 updates**.

In the meantime, we look forward to receiving your application!

Sincerely,

Camille S. Henderson, MSW (she/her/hers)
Full-time Lecturer, Admissions and Extended Education Coordinator
mawadmissions@csudh.edu

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ABOUT US

OUR MISSION

The CSUDH MSW Program is dedicated to pursuing a more just, global society through a critical, theoretical approach to social work education, research, and community-centered practice. Specifically, the program is dedicated to advancing anti-racist social work education that addresses societal dynamics stemming from intersectional oppression based on race, ethnicity, culture, gender, immigration, socioeconomic 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 racial oppression and other forms of structural inequality to enhance the well-being of individuals, families, and communities.

OUR APPROACH

The CSUDH MSW program, grounded in Critical Race Theory and Intersectionality (CRT/I) since its founding in 2006, is committed to dismantling racism within our profession. Our mission statement reflects the program's commitment to racial justice that includes all forms of justice (e.g., social, political, environmental, educational) and attention to multiple forms of oppression. We draw on CRT/I and other interdisciplinary frameworks that extend throughout program goals, curriculum, field education, and specializations. From these core elements flow values of the profession including service, dignity, and worth of the person, integrity, human rights, ethical practice, and critical inquiry.

The CRT/I framework provides an interdisciplinary and critical approach to social work education that enables the CSUDH MSW program to train practitioners to understand that the conditions that a service user presents before the social worker have just as much, if not more, to do with institutions and systems than with the client, themselves. With the support of these theoretical frameworks, our students are well poised to enter the social work field with the tools to affect systems-level change in their communities. Furthermore, Critical Race Theory returns social work to its historical foundation, rooted in policy advocacy, systems change, and public health. As a result, CSUDH MSW students develop critical awareness of social location, the dynamic nature of multiple systems of oppression and cultural awareness that is operationalized through community-centered practice at the micro, mezzo, and macro levels.

Our approach to social work education is grounded in the liberal arts and contains a coherent, integrated professional foundation in generalist social work practice from which a specialized practice year curriculum is built to advance at the graduate level. The curriculum is developed and organized as a coherent and integrated whole, consistent with program goals and objectives.

ACCREDITATION

The MSW program at CSUDH obtained full accreditation by the Council on Social Work Education (CSWE) in 2010. Obtaining full accreditation is a lengthy process involving steps over the course of at least four (4) 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 is as follows:

- Programs apply for candidacy.
- Completion of an initial self-study referred to as Benchmark 1, followed by an on-campus site visit. This process 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.
- Benchmark 2 is completed in year two of the program followed by another site visit.

- A draft Self Study is completed in year three of the program, with another on campus site visit and a recommendation that the program completes a full Self Study in preparation for a full site team visit.
- 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. Initial accreditation is granted for four years. Thereafter, accreditation may be reaffirmed for a period of up to eight years.

A directory of CSWE-accredited social work programs and additional information regarding the accreditation and reaffirmation process may be found at <https://www.cswe.org/Accreditation>.

 **The CSUDH MSW program is fully accredited through 2022, and currently in the final stages of the CSWE reaffirmation process.**

PROGRAM GOALS

The CSUDH Department of Social Work has adopted the following five goals to accomplish our stated mission:

1. To educate social work practitioners to engage in autonomous, professionally competent practice, which includes culturally and contextually appropriate interventions or practice models tailored to enhance the well-being of individuals, families, and the successful functioning of groups, organizations, and communities.
2. To educate social work practitioners to engage in racial, economic, and social justice work through the practice of culturally competent interventions or contextually appropriate practice strategies 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 on ongoing critical 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 that is consistent with the values of the profession through expectations and opportunities in work with clients in community-centered 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 the community.

ADMISSIONS INFORMATION SESSIONS

Applicants are **strongly encouraged to RSVP and attend an information session** to learn more about our program, the application process, stipends and more! <https://www.csudh.edu/social-work/admissions/information-sessions/>

Date	Time	Location
Thursday, Sept. 16, 2021	6:00pm - 8:00pm	Via Zoom
Saturday, Oct. 2, 2021	10:00am- 12:00pm	Via Zoom
Thursday, Oct. 28, 2021	6:00pm - 8:00pm	Via Zoom
Saturday, Nov. 13, 2021	10:00am- 12:00pm	Via Zoom
Thursday, Dec. 16, 2021	6:00pm - 8:00pm	Via Zoom
Thursday, Jan. 13, 2022	6:00pm - 8:00pm	Via Zoom

OUR CURRICULUM

CURRICULUM DESIGN

The MSW program is a rigorous program that requires completion of 60 semester credit hours, which can be accomplished through two enrollment options. Both enrollment options are designed for **face-to face, on-campus instruction**:

- The **two-year full-time** option with classes that typically meet on Tuesdays and Thursdays throughout the day, with field practicum 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.
- The **three-year part-time** option with year-round classes held during weekday evenings and during the day on weekends, with field practicum 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 by 5:00pm.



Class meeting days and times vary and are subject to change. Field placements are only held weekdays, during regular business hours (approximately 8:00am-5:00pm).

The first thirty (30) credit hours are considered the **generalist practice** year. Generalist practice focuses on teaching theory and critique based on Critical Race Theory and Intersectionality, leading to contextually competent practice. This theory-guided focus expands the student's ability to incorporate relevant aspects of the CSUDH MSW's theoretical framework and continues to hone the student's relationship-building and problem-solving skills. The intent of the generalist practice experience is to:

- Provide grounding in the social work profession;
- Teach assessment, practice and research models for practice at all levels;
- Teach about the social welfare institution and its many facets;
- Engage in practice opportunities utilizing the full range of social work roles in working with the breadth and scope of social work client systems; and
- Introduce advanced theory in preparation for the specializations

The program prepares students for **specialized practice in one of three (3) areas**: Community Mental Health (CMH); Community Capacity Building (CCB); or Children, Youth, and Families (CYF). Full time students may choose from among all three (3) areas of specialized practice. The part-time program offers one area of specialized practice: Community Mental Health. In the specialized practice year, students are offered the same set of courses with the exception of a Specialized Practice Seminar course in the Fall Semester; a Specialized Policy course in Spring semester; in addition to choices of elective courses. Each area of specialized practice augments and extends the generalist curriculum to:

- expand students' ability to hone their critical thinking, self-reflection, and awareness capacities;
- deepen their abilities in the core skills needed to effectively practice as specialized social workers;
- reinforce their commitment to the core social work values and professional behaviors to which they were introduced in the generalist curriculum;
- and equip them to be stronger advocates alongside and on behalf of their clients and constituents.

The area of specialized practice selected by a student drives the choice of practice setting in which the student completes their specialized practice year field practicum. As with our generalist curriculum, our concurrent model of education requires that an area of specialization class be taken with the specialized year practice field practicum. 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.

Full-Time, Two-Year Students

MSW COURSE SEQUENCE 2021-2023

Course descriptions: <https://www.csudh.edu/social-work/program/course-descriptions/>

Generalist Practice 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)

Specialized Practice Year Course Schedule (30 credit hours)

Students may only pursue one specialization during their specialized 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 may be 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 590 Graduate Seminar in Integrative Learning.

Specialized Practice 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: Child Welfare Issues (3) **	Elective (3) ***
MSW 531: Advanced Research (3)****	MSW 590: Graduate Seminar in Integrative Learning <u>or</u> MSW 599 Thesis (3)****

Specialized Practice 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 Health/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 531: Advanced Research (3)****	MSW 590: Graduate Seminar in Integrative Learning <u>or</u> MSW 599 Thesis (3)****

Specialized Practice 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)
MSW 581: Seminar in Community Capacity Building (3) **	MSW 551: Social Welfare Policy III: Community Capacity Building (3) **
MSW 570: Fieldwork Practicum III (3) *	MSW 571: Fieldwork Practicum IV (3) *
Elective (3) ***	Elective (3) ***
MSW 531: Advanced Research (3)****	MSW 590: Graduate Seminar in Integrative Learning <u>or</u> MSW 599 Thesis (3)****

**Three Year Part-Time Students
MSW COURSE SEQUENCE 2021-2024**

Course descriptions: <https://www.csudh.edu/social-work/program/course-descriptions/>

*Please consult with your advisor re: approved electives that may be 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 590 Graduate Seminar in Integrative Learning.

NOTE: Days and time frames of course offerings below are subject to change

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 Social Welfare Policy I (3) Tues & Thurs evenings
MSW 524 Critical Race Studies in Social Work Practice (3) Sat (PM)	MSW 530 Social Welfare Research (3) Sat (PM)	MSW 511 Social Welfare Policy II (3) Sat (All day)
MSW 520 Generalist SW Practice I (3) Wed evening	MSW 521 Generalist SW 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 (3) 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 Health/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 531 Advanced Research (3)** Thurs evening	MSW 590 Graduate Seminar in Integrative Learning <u>or</u> MSW 599 Thesis** (3) Thurs evening	

Total Credit Hours for Program: (60)

FALL 2022 APPLICATION CHECKLIST

This page may be used for guidance, although a thorough review of the entire application guide is recommended.

DO NOT submit this page with your application

VISIT CAL STATE APPLY (<https://www2.calstate.edu/apply/graduate>)

- ❑ **Select program attributes:** **Campus** “CSUDH”; **Location** “Main Campus”; **Delivery Format** “Face to Face” or “Campus”; **Start Term** “Fall 2022”; **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. Fee waivers are not applicable for graduate students.

COMPLETE ONLINE APPLICATION (Deadline: February 1, 2022)

- ❑ **Complete Quadrants 1 – 3** (application information requested by the California State University system) (pgs. 14-15).
 - Personal Information
 - Academic History
 - Supporting Information (**Note:** The “Experience” section is required by the Department of Social Work.)
- ❑ **Complete the 4th Quadrant (i.e. “Program Materials” section).** Includes materials and questions that are specific to the program(s) you are applying for (e.g. Master of Social Work Program). Refer to pgs. 16-20 for details.
 - ❑ **Upload documents (pgs. 18-19).**
 - Personal Statement (required)
 - CV/Resume (optional)
 - Unofficial Transcript(s) (optional)
 - Other documents (optional)
 - Portfolio (optional)
 - Test Scores
 - Graduate Record Exam (GRE) scores (optional, but strongly recommended if GPA is below 3.0.)
 - ❑ **Answer supplemental and prerequisite questions (pgs. 16-17).**
 - ❑ **Request recommendations** (professional and/or academic) from three (3) people (pgs. 19-20).
 - Invite references to submit a recommendation on your behalf
 - Follow-up to ensure completion
 - Fall 2021 applicants may request reference reuse
- ❑ **Students with foreign coursework:** Follow protocols specified by the Office of International Education (pg. 21).

SUBMIT ACADEMIC RECORDS (Deadlines vary)

- ❑ **Official transcripts** reflecting all **non-CSUDH coursework received** by CSUDH Office of Admissions by **February 1, 2021 (pg. 21).**
- ❑ **Letter(s) of Good Standing** (if applicable) **submitted directly by the issuing institution** to [mswadmissions@csudh.edu](mailto:mwadmissions@csudh.edu) by **February 1, 2021 (pg. 17).**
- ❑ **Proof of successful completion** of prerequisite coursework and/or degree conferral (if applicable) **received** by CSUDH Office of Admissions by **July 1, 2021 (pg. 11 and pg. 17).**

BEFORE YOU APPLY

PLEASE CAREFULLY READ THE FOLLOWING...

About the Application Process

- **Dual Admissions:** Applicants must meet the minimum expectations set forth by the Office of Admissions and the Department of Social Work. Completion of items via Cal State Apply does not automatically qualify an application for consideration by the Department of Social Work.
- **Pre-screening:** Once the CSUDH Office of Admissions deems an application eligible for departmental review, the Department of Social Work will initiate its own screening process to ensure that all admissions criteria, have been met. Applicants will be notified when their application is forwarded for review by the Department's admissions committee. Departmental correspondence throughout the admissions process shall occur primarily via email (mswadmissions@csudh.edu).
- **Rolling Admissions:** The Department of Social Work reviews applications on a first come, first serve basis in the order they are cleared for review, until spaces are filled. Therefore, applicants are encouraged to submit all application materials as early as possible. Due to the high volume of applications we receive and the fluid nature of the review process, the Department of Social Work may continue processing decisions during the summer prior to the fall term for which applicants applied, including placement of candidates on a waitlist.
- **Incomplete application materials will not be considered past the deadline.** Due to the high volume of applications our Department processes, applicants may not be notified if application materials did not properly upload or if information is missing. Therefore, applicants are strongly encouraged to check the information they have submitted via Cal State Apply to ensure that answers are complete and all documents have fully uploaded. **Please thoroughly read this document in its entirety and utilize the application checklist (pg. 9) as a guide toward completion.**

Additional Considerations

- **Program Rigor:** The MSW program is a rigorous, 60-unit program in which you must maintain a B average. It requires approximately 15 hours per week of classes and another estimated 20 or more hours per week in reading and completing writing assignments (**see pgs. 6-8 for program requirements, curriculum design, and course sequence**). Full time students complete 16-20 hours of field work each semester in addition to classes. Part time students complete 16-20 hours of field work in the 2nd and 3rd years of the program in addition to classes.
- **Scheduling Adjustments:** The MSW program is very demanding. Students may not be able to maintain employment while enrolled in the program. Prospective students must be prepared to adjust their 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.
- **Applicants with Legal Histories:** The Department of Social Work does not ask applicants to disclose legal history as part of its application process. However, prospective students should be aware that they must pass background clearance(s) before final confirmation of field placement. Therefore, if you have a prior involvement with the legal system, please be prepared to share and discuss this with field faculty so that the appropriate placement considerations can be made. Please also be aware that you may: (1) not be able to receive a license in clinical social work (LCSW) from the state of California; and (2) be excluded from obtaining certain social work jobs, internship placements, and/or experience delays in field practicum courses.

ADMISSION CRITERIA

Applicants must meet the minimum expectations and requirements set forth by the CSUDH Office of Admissions and the CSUDH Department of Social Work.

Graduate Admission Criteria

The following requirements must be met to qualify for general admission to CSUDH at the graduate level:

- ***An acceptable baccalaureate degree from a regionally accredited institution or completion of equivalent academic preparation as determined by appropriate campus authorities.**
- Good academic standing at the last college or university attended.
- A cumulative grade point average (GPA) of at least 2.5 in an acceptable earned baccalaureate degree; **or**
- 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.



***IMPORTANT NOTE:** Applicants who are in process of completing final baccalaureate requirements are eligible to apply (see pg. 21, “Official Transcripts”).

For more information, please visit <https://www.csudh.edu/gsr/graduate-studies/graduate-admission/> or email graduateadmissions@csudh.edu.

MSW Program Criteria

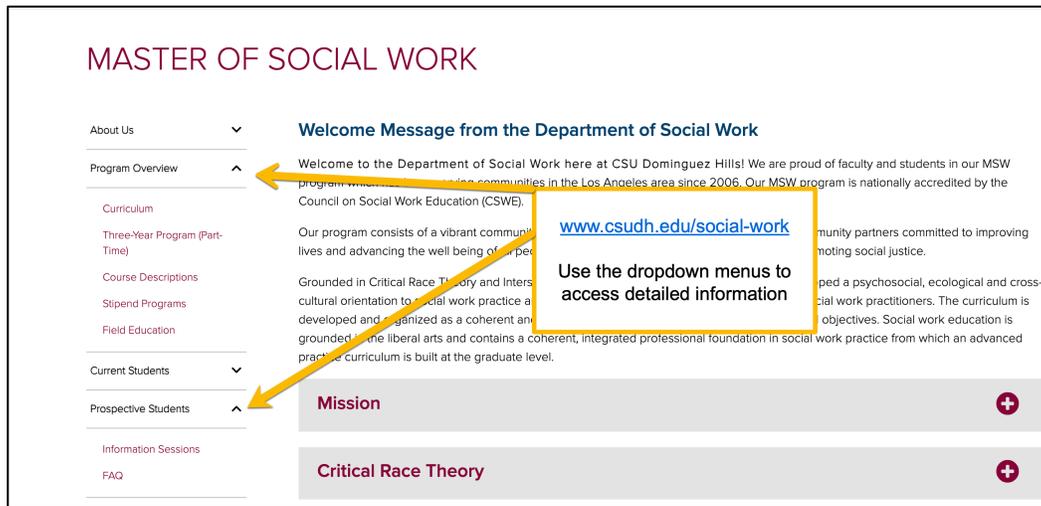
The Department of Social Work welcomes applicants who demonstrate high academic achievement and potential for social work practice. A liberal arts background is recommended, but not required. Regardless of the primary course of study associated with their baccalaureate degree, applicants must meet the graduate admission criteria, outlined above. Program-specific criteria are as follows:

- **Pre-requisite coursework** must be fulfilled prior to the posted deadline (see pg. 17 “Prerequisite Questions” for **additional instructions**). Applicants must have earned a C (not C-) or higher in the following:
 - three (3) courses in the Social and Behavioral Sciences
 - two (2) courses in the Humanities
 - one (1) course in Human Lifespan Development; and
 - one (1) course in Elementary Statistics.

A list of prerequisite equivalents for Elementary Statistics and Human Life Span Development may be accessed via the following link, under “Criteria for Admission”: <https://www.csudh.edu/social-work/admissions/>

- **Preferred Minimum GPA** of 2.75 GPA in the last 60 semester units (or 90 quarter units) of course work.
 - Applicants with a lower GPA may be considered based on their meeting certain other criteria.
 - Applicants whose GPA is below 3.0 are strongly encouraged to take the Graduate Record Exam (GRE) General Test. For more information about the GRE General Test, please visit: https://www.ets.org/gre/revISED_general/about.

IMPORTANT CSUDH WEBLINKS



For information regarding.....	
Bookstore	https://www.bkstr.com/csudominguezhillstore/home
Cal State Apply Online Application Portal	https://www.calstate.edu/apply/graduate
Cal State Apply Applicant Help Center	https://help.liaisonedu.com/Cal_State_Apply_Applicant_Help_Center
Cal State Apply Frequently Asked Questions (FAQ's)	https://www2.calstate.edu/apply/faq/Pages/default.aspx
CSUDH COVID-19 Information Hub	https://www.csudh.edu/together/
Department of Social Work	https://www.csudh.edu/social-work/
English Proficiency	https://www.csudh.edu/future-students/apply/international/english-proficiency/
Financial Aid and Scholarships	https://www.csudh.edu/financial-aid/
Future Graduate Students	https://www.csudh.edu/future-students/apply/graduate/
Graduate Association of Social Workers (GASW)	https://www.gaswcsudh.com/about-gasw
Graduate Studies and Research	https://www.csudh.edu/gsr/
GRE Prep (Testing Center)	https://www.csudh.edu/tltc/testing-center/gre/
International Students	https://www.csudh.edu/ceie-intl/intl-student-info/
Library	https://www.csudh.edu/library/
Loker Student Union	https://www.lsucsudh.org/
Multicultural Affairs	https://www.csudh.edu/mca/
Office of Admissions and Records	https://www.csudh.edu/records-registration/
Stipend Programs	https://www.csudh.edu/social-work/program/stipend-programs/
Student disAbility Resource Center	https://www.csudh.edu/sdrc/
Student Health Services	https://www.csudh.edu/shps/student-health-services/
Student Support	https://www.csudh.edu/student-support/

CONTACTING THE DEPARTMENT OF SOCIAL WORK

What?	How?	
Email us!	mswadmissions@csudh.edu	
Call us!	(310) 243-3170	
Visit us!	1000 East Victoria St, Welch Hall 385 Carson, CA 90747	
Join us!	Virtual Office Hours https://www.csudh.edu/social-work/about-us/	
Follow us!		Instagram: @csudh_msw
		Facebook: CSUDH.MSW
		Twitter: csudh_msw

ADMISSIONS DEADLINES

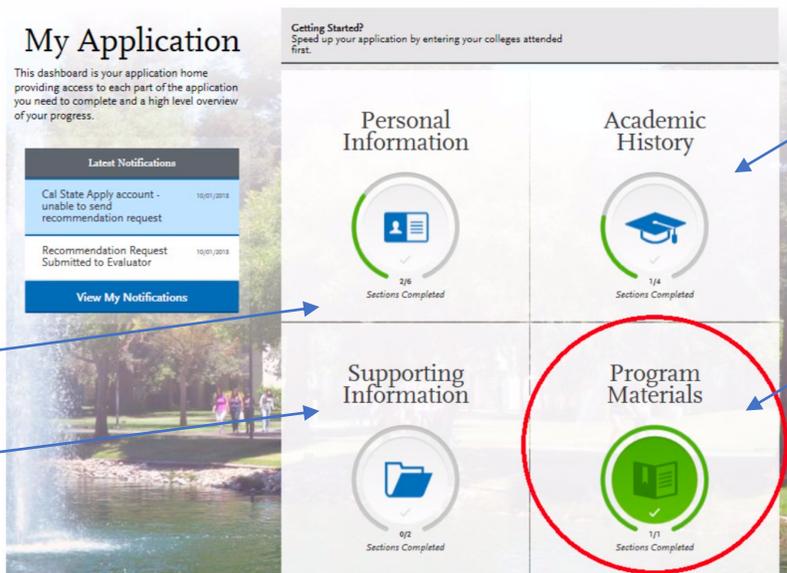
What?	Where?	By When?
Reference Reuse Request (Fall 2021 applicants only)	Reference Reuse Request Form	December 31, 2021
Complete online application	Cal State Apply	February 1, 2022
Three (3) recommendations submitted by references	Cal State Apply / Letters by Liaison	February 1, 2022
Official transcripts from non-CSUDH institutions received	Office of Admissions	February 1, 2022
“Letter of Good Standing”, if applicable	Department of Social Work	February 1, 2022
Submit proof of successful <u>prerequisite completion</u> (official transcripts), if applicable	Office of Admissions	July 1, 2022
Submit proof of successful <u>degree conferral</u> (official transcripts), if applicable	Office of Admissions	July 1, 2022

INSTRUCTIONS FOR COMPLETING CAL STATE APPLY

AN OVERVIEW OF CAL STATE APPLY

Cal State Apply is the statewide platform that prospective students use to apply to programs across all 23 campuses in the California State University (CSU) system. Once an applicant pays the application fee, they are directed to the online application, which consists of four “Quadrants”. The **1st - 3rd Quadrants** request information relevant to the CSU system and CSUDH (i.e. Personal information, Academic History, and Supporting Information). The **4th Quadrant** (Program Materials) requests information that is relevant to the applicant’s program of choice (i.e. Social Work). Each campus’ program has its own set of criteria, application requests, and instructions.

 **IMPORTANT NOTE:** Applicants must ensure that all information and materials submitted as part of the application process is complete and accurate. Failure to do so may result in disqualification from the application review process.



The screenshot shows the 'My Application' dashboard. On the left, there is a 'Latest Notifications' section with a message: 'Cal State Apply account - unable to send recommendation request' dated 10/07/2018. Below this is a 'View My Notifications' button. The main area is a grid of four quadrants: 'Personal Information' (2/8 Sections Completed), 'Academic History' (1/4 Sections Completed), 'Supporting Information' (0/2 Sections Completed), and 'Program Materials' (1/1 Sections Completed). The 'Program Materials' quadrant is circled in red. Callout boxes with arrows point to each quadrant: '1st Quadrant' points to the notification area, '2nd Quadrant' points to Academic History, '3rd Quadrant' points to Supporting Information, and '4th Quadrant' points to Program Materials.

Visit: [Cal State Apply Applicant Help Center](#) for assistance with the application portal

Supporting Information (i.e. 3rd Quadrant)

Experience Profile: The 3rd Quadrant includes an “Experience” section that the CSU system considers optional. However, the CSUDH Department of Social Work requires applicants to complete an “Experience Profile”. Therefore, the “Experience Profile” requirement must be satisfied by completing the “Experience” section of the 3rd Quadrant.

Experience related to social work is preferable, but not required for admission. Do not substitute a resume in lieu of completing this section. Please describe all social work-related experience for at least, but not limited to the last 10 years, beginning with your most recent experience. Full time, part-time and temporary experiences are acceptable, whether paid or unpaid. **Please be prepared to provide the following details** (e.g. organization, contact information, number of hours worked per week, etc.), **as applicable:**

- Internships & Clinical Experiences
- Employment
- Volunteer/Community Enrichment

 **IMPORTANT NOTE:** Applicants are responsible for providing complete and accurate information. **Applications with missing or incomplete “Experience Profile” information may be deemed incomplete by the Department of Social Work and may not be reviewed.**

Cal State Apply Applicant Help Center » Filling Out Your Cal State Apply Application » Cal State Apply Supporting Information

This section only applies to graduate and credential applicants. [+ Table of contents](#)

In this section, you can enter your professional employment experiences. Employment experience is typically paid work. Although you can enter any employment experiences that you believe are relevant to your application, we recommend focusing on those experiences within the last 10 years and at the collegiate level and above. Enter only current and in-progress experiences, and check your program's requirements regarding documentation.

Enter Your Experience

1. Click **Add an Experience**.
2. Select the appropriate experience type from the drop-down.
3. Enter information about the organization where the experience took place.
4. Enter information about your supervisor at the organization. This is a person that programs can contact to verify that this experience occurred. If the experience was a student-organized group and there was no advisor, list a member who can verify your experience.
5. Enter the date or date range in which the experience took place. Note that your experiences will not display on your application in any specific order, regardless of the dates entered.
6. Enter additional details about the experience, including the title of the experience and the time commitments. Enter the average weekly number of hours that you completed for this experience during the date range that you indicated.
7. Select **Yes** or **No** to indicate a release authorization to allow your selected programs to contact the organization.
8. Click **Save & Continue**.

Note that you cannot repeat hours between Experience types. So, if position duties encompass more than one section, enter the position in both sections and divide the hours and duties accordingly.

IMPORTANT!

Back to top ▲ [Cal State Apply Supporting Information](#) | [Achievements \(Graduate, International, and Credential On...](#)

Was this article helpful? Yes No

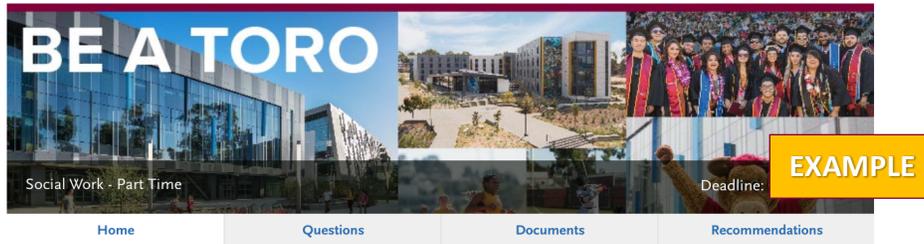
[Live Chat](#)

COMPLETING THE 4th QUADRANT

Social Work “Home” tab

The 4th Quadrant consists of four (4) tabs:

- Home – displays a welcome message and abbreviated instructions regarding the application process.
- Questions – applicants answer supplemental questions and questions about pre-requisite coursework.
- Documents – applicants upload required and optional documents to include with their application.
- Recommendations – applicants invite references to the online recommendation portal.



Dear Applicant,

Thank you for your interest in California State University, Dominguez Hills' Master of Social Work (MSW) Program!

We strongly encourage you to utilize the following [resources for program information and application instructions](#):

- Download the “Fall 2022 Program and Application Guide” on the “Prospective Students” page of our website (<https://www.csudh.edu/social-work/admissions/>).
- Attend an **information session** (<https://www.csudh.edu/social-work/admissions/information-sessions/>) to learn more about:
 - the details of the application process;
 - our unique curriculum;
 - field education;
 - stipend programs....and more!

Rolling Admissions: Decisions regarding acceptance into the Master of Social Work program are made on a rolling basis, meaning; applications may be reviewed until spaces are filled. **Early submission of your materials is appreciated and strongly recommended, but does not guarantee Departmental review.** Materials that are missing, late, or incomplete will cause a delay in your admission decision and may disqualify your application from being reviewed.

“Questions” tab

The “Questions” tab consists of Supplemental Questions and Prerequisite Questions. All questions marked with an asterisk (*) are required and must be fully answered to count toward completion of your application. The questions shall either be answered in essay format or by selecting items from a dropdown menu.



IMPORTANT NOTE: The following information highlights question items that may require detailed and thoughtful preparation before submitting a response. Some items appear in abbreviated format. The full-length version of these items appear in the online application portal, where all responses should be entered. **Applicants are responsible for ensuring that their responses are double checked for completeness, accuracy, typos and grammatical errors.**

Supplemental Questions: These questions are the first to appear in the “Questions” tab. They enable the Department of Social Work to confirm an applicant’s program preferences; understanding and acknowledgement of the application process and ability to meet program demands; and other information that may assist the committee in its review.

- Do you have **experience** that may be relevant to the field of social work? (pg. 15)
- Are you ***currently employed at any state or local public welfare agency?** (e.g. Department of Children and Family Services; Department of Public Social Services; Department of Mental Health; Department of Probation, etc.). Please identify the name of the agency in the “Experience Profile” (pg. 15).



***IMPORTANT NOTE:** If you are an **employee of a public welfare agency** who plans to use release time to complete your internship hours, you must submit verification of approved “release time” from your

employer prior to your first year of field placement. If “work or educational release time” is not approved, it will impact the publicly employed student’s standing in the MSW program. In this instance, the publicly employed student will not be able to move forward with field placement unless they are willing to leave their job, or take a leave of absence from the program until release time approval is granted.

- **Statement of Financial Management:** Applicants are required to discuss their financial management plans while enrolled in the program.
- **Statement of Time Management:** Applicants are required to discuss their time management plans they will implement if admitted into the MSW program. Applicants who plan to work while in the MSW program should include proposed work schedule (days and hours during the week).
- Have you **previously applied** to CSUDH’s MSW program? If so, which year(s)?
- Have you **attended a Master’s degree program (or higher) in the past** without completing your degree? Must submit official letter(s) of good standing directly to the Department of Social Work by February 1, 2022 (pg. 20).
- **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 “Other” in the “Documents” tab to support your application (pg. 18).

Prerequisite Questions: These questions enable applicants to indicate the extent to which specified coursework requirements have been satisfied. Academic prerequisites must be passed with a grade of “C” (not C-) or better to be deemed successfully complete. **Applicants must provide the following information:**

- status of completion (i.e. complete, pending completion; not enrolled);
- name of institution (ex: California State University, Dominguez Hills);
- term (ex: Fall 2020);
- course name/title (ex: Introduction to Child Development);
- course number (ex: CHDEV 101)
- credits earned, if completed (ex: 3 units)
- grade received, if completed (ex: A-)

Prerequisite criteria are as follows:

- ***Elementary Statistics (1 course required):** Must include inferential reasoning. This course must articulate into CSUDH course MATH 131, at minimum.
- ***Human Development (1 course required):** Must emphasize human life span development as primary focus (not life skills or personal development).
- **Humanities (2 courses required):** Must be distinct from the biological, physical, or social sciences. Primary focus on human expression; cultural expression; and/or analytic thinking about human values. Does not include personal development as the primary basis of critical inquiry. Courses include: Humanities; Visual or Performing Arts; Ancient or Modern Foreign Languages; Literature; World Civilizations; US History; Philosophy; Religious Studies; and Law
- **Social and Behavioral Science (3 courses required):** Courses include: Social Work; Human Services; Sociology; Psychology; Political Science; Economics; Child Development; Gender, Ethnic or Disabilities Studies; Cultural Anthropology, etc. (i.e. social work, sociology, cultural anthropology, psychology, economics, political science, gender or ethnic studies, etc.);

***A list of prerequisite equivalents** for elementary statistics and human development may be accessed via <https://www.csudh.edu/social-work/admissions/>, under “Criteria for Admission”. Additional questions regarding prerequisite coursework may be directed to mswadmissions@csudh.edu.



IMPORTANT NOTE: The Department of Social Work validates academic prerequisites and may override the information the applicant provides. The Department will notify applicants via email of missing prerequisites. **Applicants do not have to complete prerequisites before applying.** However, they must submit updated official transcripts showing proof of successful completion to the Office of Admissions by July 1, 2022.

“Documents” tab

The “Documents” tab enables applicants to UPLOAD required and optional materials for consideration.



IMPORTANT NOTE: Applicants are responsible for ensuring that all documents are properly uploaded. Therefore, please double check to ensure that all documents you wish to be considered upload completely. Missing or blank pages may cause application materials to be deemed incomplete and subsequently disqualify your application from being reviewed.

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 the admission decision. 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. 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, LGBTQ, 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): Applicants may **upload** one (1) curriculum vitae (CV) or resume as part of their application. However, it does not substitute completion of the “Experience Profile”, which is required by Department of Social Work (**see pg. 15**).

Other (optional): Applicants may submit up to four (4) separate documents to the “Other” section. If you have multiple files or documents containing additional information that you would like considered as part of your application, please combine as many documents as possible before uploading. Examples include: proof of enrollment in prerequisite course(s), awards, certificates, list of publications, professional presentations, etc.

Portfolio (optional): Applicants who completed an e-portfolio as part of the graduation requirements from their previous institution may place a link to the portfolio site on a document and upload it. Alternately, applicants may upload the documented format of the portfolio.

Test Score Report (optional): A copy of **official GRE (Graduate Record Examination) scores** may be submitted with your application. Although the GRE is not required, candidates who possess a GPA below 3.0 should strongly consider submitting GRE scores with their application.

- **English Proficiency score reports (e.g. TOEFL)** are not collected in Cal State Apply. International students must follow the protocols outlined by the Office of International Education (**see pg. 21**).

Unofficial transcripts (optional): Applicants may upload up to five (5) unofficial transcripts (pictures or scanned copies) to assist the Department of Social Work in its preliminary review of coursework until official transcripts are received by the Office of Admissions. Doing so may expedite pre-screening of your application before forwarding to the admissions committee for review (see pg. 10 for “Pre-screening” and pg. 21 for “Official Transcripts”).

“Recommendations” tab

The “Recommendations” tab enables applicants to invite people who are familiar with their professional and/or academic capabilities to submit recommendations on their behalf. References significantly aid in the admissions process, as recommendations attest to the extent to which applicants possess intellectual, emotional, professional, and personal capacities to successfully complete graduate level coursework and training. Therefore, each recommender’s honest assessment of an applicant’s candidacy is pertinent to the admissions process.

Guidance for Recommenders: Recommendations are comprised of a brief, online scale-based questionnaire and a typed recommendation letter that must be uploaded to the online platform. **Formal recommendation letters on letterhead are preferred.** Recommenders are strongly encouraged to address items #1 and #2 in their letter, and incorporate one or more examples from item #3.

- What are the applicant’s **major strengths**?
- In what areas, and to what degree, does the applicant **need to improve or further develop**?
- Compared to others in the same field, provide examples of the extent to which the applicant demonstrates ability and professional competence, based on the following **characteristics**:
 - Intellectual capacity and ability to make sound judgments
 - Maturity and emotional stability
 - Capacity for self-awareness and ability
 - Integrity and honesty
 - Concern for the well-being of others
 - Ability to respect others’ differences
 - Leadership skills
 - Willingness to accept direction, supervision, and/or feedback
 - Ability to be flexible
 - Creativity and resourcefulness
 - Ability in oral and written communication
 - Potential and motivation for chosen field

Selecting Recommenders: Three (3) recommendations must be submitted on the applicant’s behalf via the online platform. Recommendations should be of academic and/or professional nature. **Personal references are not acceptable.**

Academic recommendations: Applicants who have attended school within the past five (5) years are strongly encouraged (not required) to select at least two (2) academic experts who can speak to your academic preparation for graduate school. This includes but not limited to:

- academic advisors;
- academic course instructors and/or researchers; and
- program or department chairs and/or coordinators, etc.

Professional recommendations may be submitted in lieu of academic experts, especially if the applicant has not attended school within the past five (5) years. Professional recommendations generally fall within the following categories:

- volunteer or community engagement;
- paid employment;
- internships, and clinical experiences etc.



IMPORTANT NOTE: Applicants may initiate a recommendation request at any point before the application deadline, even while the applicant is in the process of completing the respective quadrants of the Cal State Apply online application. However, **applications will not be reviewed by the Department of Social Work without three (3) recommendations from acceptable sources, even if the other application requirements are complete.** Therefore, even if an applicant has submitted their required information, it will not be downloaded by CSUDH until three (3) complete recommendations have also been submitted. Applicants will have to apply for a future term if the online application process (including recommendations) is not completed in its entirety by the application deadline, February 1, 2022.

Recommendation Requests: Once the applicant saves the recommendation request, an email will automatically be sent to the reference person on their behalf. The email will provide instructions for creating a “Letters by Liaison” account to gain access to the recommendation portal. Please advise your recommender to check their inbox, and spam or junk-mail folder, as emails do occasionally get filtered out. In addition to searching the applicant’s name, the following key words may be helpful in locating the email: (“CSU”; “Cal State Apply”; “liaison”; “recommendation”)

Each recommender must complete a brief, online questionnaire and upload a typed recommendation letter onto the online platform. **Formal recommendation letters on letterhead are preferred.** Letter uploads cannot exceed 10MB. Accepted formats include Microsoft Word (.doc, .docx); PDF (.pdf); Rich text (.rtf); Plain text (.txt). **Applicants will be asked to provide the following information for each recommender they plan to invite:**

- First and last name
- E-mail address
- Due date
- Personal message/notes (or additional instructions for the recommender, if desired)
- Waiver of recommendation
- Permission to contact recommender
- Permission for schools to contact recommender

Recommendation Status Updates: **Recommenders** can log onto the online evaluation portal to keep track of their progress toward completion. They can also preview their responses to the evaluation and save a PDF copy, which will also include any uploaded documents. Recommenders will receive a confirmation e-mail that their responses have been received. **Applicants** can check the status of their pending recommendation(s) via Cal State Apply and make updates to their recommender(s) (with the exception of their e-mail address). Applicants who want to replace a recommender can delete the old one and create a new one.

Letter(s) of Good Standing: Have you enrolled in any graduate (Master’s or doctorate) program without completing your graduate degree? If the answer is yes, please do the following:

- Have your former and/or current college/university furnish an official “letter of good standing” directly to the Department Social Work at mswadmissions@csudh.edu. The “letter of good standing” speaks to your status and standing in the graduate program(s) that you were enrolled in at the time of departure.
- We also strongly recommend that at least one of the three (3) required recommendations submitted with your application come from a faculty member affiliated with your previous and/or current graduate program.

Reference Reuse Request (Fall 2021 Applicants Only): Applicants who wish to reuse original reference packets from the Fall 2021 application period must complete the [Reference Reuse Form](#) **no later than Friday, December 31, 2021***. Applicants will receive an email from mswadmissions@csudh.edu within 5-7 business days to inform them of whether or not the request is granted. Further instructions will be provided at that time. Applicants who are not approved to reuse Fall 2021 references must follow the complete online recommendation process via Cal State Apply, as described. Processing of requests received **between Dec. 15 - Jan. 2 will resume Jan. 5th**.

OFFICIAL TRANSCRIPTS

Guidelines for submission

Once an application is submitted via Cal State Apply, applicants are strongly encouraged to regularly check their “To Do List” on [My.CSUDH](#) for notification of outstanding academic records, including transcripts that may be requested by CSUDH Office of Admissions. CSUDH requires an **official copy of your college/university transcripts from every institution you have attended**, even if you withdrew before completing a term, and regardless of whether the courses are transferable. **Transcripts must come directly from the issuing institution to the CSUDH Office of Admissions in order to be considered official.** Electronic transcripts are highly preferred and should be ordered with the recipient of admissions@csudh.edu. The address for mailed or hand-delivered transcripts is as follows:

California State University, Dominguez Hills
Office of Admissions
1000 East Victoria Street, Welch Hall 290
Carson, CA 90747

- **CSUDH students and alumni** do not need to submit CSUDH transcripts. However, a set of transcripts for each non-CSUDH institution is required, even if they were submitted to CSUDH in the past.
- Applicants who have **already obtained a bachelor’s degree but have outstanding prerequisites** may submit an initial set of official transcripts reflecting the conferred degree. Once prerequisites are complete, then an updated set of official transcripts reflecting proof of successful completion must be sent to the CSUDH Office of Admissions.
- Applicants who are in the **final stages of baccalaureate degree completion** must submit official transcripts reflecting Fall 2021 grades before the application can be reviewed. If accepted to the program, official transcripts reflecting the conferred degree must be submitted to the Office of Admissions by July 1, 2022.
- Applicants who have **applied to CSUDH within the past five years** may not need to submit new transcripts if they have not completed additional coursework since their initial application. An updated transcript will need to be submitted if additional coursework was taken or degree was conferred after the application was initially completed.

STUDENTS WITH FOREIGN COURSEWORK

Please carefully read the following...

Academic Record Requirements: The Office of Admissions requires **original academic records** (agency reports are not accepted in lieu of original academic records). Unofficial photocopies are accepted for admission; however, official academic records must be submitted before the end of the applicants first term if they are accepted.

- **International Students** (those seeking an F-1 student visa) should work directly with the Office of International Education. The Office of Admissions works with them to process documents from international applicants.
 - **Prospective International students** (application not yet submitted) should email intloutreach@csudh.edu
 - **International applicants** should email int-admissions@csudh.edu
- **Domestic applicants with foreign coursework** (those that have immigrated to the USA and NOT seeking a student visa) should email their documents to graduateadmission@csudh.edu

WE LOOK FORWARD TO RECEIVING YOUR APPLICATION!