



MSW Program Application

For Fall 2010 Entry

Master of Social Work Program - School of Social Work
College of Applied Sciences and Arts
San José State University

MSW Program Information Meetings

(For Prospective Social Work Graduate Students Applying for Fall 2010)

- ◆ Our MSW Program will host the following informational meetings regarding admission for the Fall 2010 semester:

Friday September 25th, 2009: 10:00am to 11:30am
Washington Square Hall Room 215

Tuesday September 29th, 2009: 9:00am-10:30am
Washington Square Hall Room 215

Monday October 5th, 2009: 5:00pm-6:30pm
Washington Square Hall Room 215

Saturday October 10th, 2009: 10:00am-11:30am
Washington Square Hall Room 215

Friday October 23rd, 2009: 10:00am-11:30am
Washington Square Hall Room 215

Monday November 2nd, 2009 5pm-6:30pm
Washington Square Hall Room 215

- ◆ All meetings will be hosted at San José State University in the location designated above.
- ◆ If you need directions to SJSU, please visit www.sjsu.edu to link to the campus map.
- ◆ Space is limited. Please RSVP **online only** www.sjsu.edu/socialwork

MSW PROGRAM APPLICATION – FALL 2010 INTRODUCTION

Welcome!

Thank you for your interest in the Master of Social Work (MSW) Program at San José State University (SJSU). Founded in 1969, and fully accredited, our MSW program has maintained an integrated and diverse student body. We equip MSW students for professional practice from a Transcultural Multi-Systems perspective: preparing them for culturally competent practice with Latinos, African Americans, Asian and Pacific Islanders, and those communities, groups, families, and individuals who are disenfranchised, oppressed, or marginalized. The unique transcultural perspective, which has historically guided the curriculum, promotes commitment of its graduates to enhance the well-being of individuals and their communities, to build upon the strengths of diverse cultures, and to advocate for social justice.

MSW Program Bulletin

Please read the latest available version of the MSW Program Bulletin for details about our full-time and 3-year program, curriculum, and other important information. A printed version may be accessed online via our web site at www.sjsu.edu/socialwork/.

Applicant Prerequisites and Preparation

Applicants for admission to the MSW Program must demonstrate academic preparation and professional commitment to social work. Applicants must have:

1. **Undergraduate Degree.** Applicants must have an undergraduate degree from an accredited university in any field, although it is preferred that this undergraduate degree be in social work or a related field;
 2. **2.50 GPA or Better.** Applicants must have a minimum grade point average (GPA) of 2.50 in the last 60 units attempted;
 3. **Social Work Experience.** Applicants must have significant volunteer, internship, or paid work experience with groups such as Latinos, African Americans, Asian and Pacific Islanders, Native Americans, and other marginalized, oppressed, or disadvantaged groups;
 4. **Liberal Arts Foundation.** Applicants must have a foundation in liberal arts, usually achieved through general education or major coursework in the humanities, arts, and social sciences. Your transcripts and Liberal Arts Foundation Worksheet must demonstrate this foundation.
 5. **550 minimum paper-based, 80 minimum internet, or 213 computer-based TOEFL Score or 7.0 Minimum IELTS Score.** All applicants, regardless of citizenship, whose preparatory education was principally in a language other than English, must demonstrate competence in English. Those who do not possess a bachelor's degree from a post-secondary institution where English is the principal language of instruction must receive a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) or a minimum score of 7.0 on the International English Language Testing System (IELTS).
- * **Human Biology.** Successfully completing a college-level course in human biology or qualified equivalency **is NOT required to apply.** However, if admitted and this competency is not yet acquired, students must complete an MSW Program-approved human biology course before entering their final year of the graduate program. To demonstrate equivalency in human biology, applicants must have completed course content in 5 key areas: (1) genetics/heredity, (2) human development, (3) human anatomy/physiology, (4) sexuality/reproduction, AND (5) aging. Your transcripts must demonstrate coursework or equivalency in human biology.
 - * **GRE.** The Graduate Records Exam (GRE) **is NOT required to apply.**

- * **Statistics.** A course in statistics is **NOT required to apply.** However, if accepted, students would benefit from knowledge in basic mathematical functions, algebra, probability, and statistics to succeed in our MSW Program.

Basic Application Information

If you are applying to our MSW Program, please note the following basic information:

1. Admission to the MSW Program is for the Fall Semester only.
2. Applications are accepted from **October 1, 2009 through January 8, 2010. Applications postmarked after January 8, 2010 or incomplete applications will not be reviewed.**
3. Admission to the MSW Program at SJSU requires **two separate applications**, which are:
 - A. **Application for admission to San José State University (available October 1, 2009).** This first application must include:
 - (1) **An SJSU graduate application completed on-line through www.CSUMentor.edu, including a \$55.00 application fee.** *
 - (2) Official transcripts from all your college level education and any other required documentation. The transcripts must be in their original unopened University/College envelopes. *

* Please send official transcripts and other documentation to: Office of Graduate Studies and Research, San José State University, San José, CA 95192-0025. To expedite the evaluation process at the Graduate Studies and Research Office, **we strongly encourage you to obtain and submit your official transcripts as soon as possible.**
 - B. **Application for admission to the MSW Program postmarked by January 8, 2010.** This second application must include:
 - (1) MSW Program Application Cover Sheet, completed and signed;
 - (2) Liberal Arts Foundation Worksheet;
 - (3) Human Biology Requirement Worksheet;
 - (4) Resume and Social Work Related Experience Worksheet;
 - (5) Autobiographical Statement;
 - (6) Three (3) letters of recommendation w/addendum (you may submit more than 3);
 - (7) \$25.00 MSW Program application fee made payable to the School of Social Work;
 - (8) Either official or unofficial university/college transcripts (remember to also send copies of **official transcripts** for your SJSU graduate application detailed above); and
 - (9) A sample of your best writing, i.e., a copy of a graded paper written for an upper-division or graduate-level class, technical report, or other example of your writing.

Mailing Your Completed MSW Application

Please mail your completed MSW Program application to:

MSW Program Admissions Committee
 School of Social Work
 San José State University
 One Washington Square
 San José, CA 95192-0124

All required documents in support of your MSW Program application, including transcripts and letters of reference, **must be postmarked no later than January 22, 2010.** Your application will not be reviewed until all required documents are received. Early application is strongly encouraged! You will be notified if an interview is required.

MSW Program Admissions Review

The MSW Program Admissions Committee evaluates each applicant on the basis of all submitted materials and information. Because admission into graduate degree programs is competitive and enrollment space is limited, many qualified applicants are not accepted into the MSW Program. The MSW Program Admissions Committee will notify applicants as soon as possible as to their status. These notifications, depending on the applicant pool and available space, can occur as early as March and as late as June.

Applicants admitted will be notified by mail and given instructions to access needed departmental forms via our website.. MSW students will be admitted to the full-time or 3-year program as indicated on the application AND according to available space. Applicants not admitted will also be notified, and must reapply the following year if they wish to be reconsidered for admission. **Admissions decisions are final and applications will not be reconsidered.**

Checking Admission Status: SJSU and MSW Program Applications

Applicants should periodically check their SJSU admissions status on-line through MySJSU. You can confirm if your SJSU-level application has been processed or if materials are missing. The MSW Program will notify you as to your application status via email. Please check your email frequently during the admissions process. **Admission to SJSU does NOT guarantee admission to the MSW Program.**

Conditionally Classified Admission

Students who do not meet the minimum GPA requirement of 2.50 may apply for conditionally classified status. The MSW Admissions Committee may consider applicants who possess strong or considerable work experience and who can remedy minor academic deficiencies by additional preparation.

Acceptance Decisions and Deferral of Admission

Applicants who are accepted but subsequently wish to postpone their MSW education at SJSU must also reapply the following year if they wish to be reconsidered. Admission deferrals may be requested, but are not granted automatically. Also, additional documentation and processing fees may apply.

Transfer of Credit and Course Substitutions

Academic credit for life and/or work experience cannot be given in lieu of the field practicum or for courses in the professional foundation curriculum. Students who have taken MSW-level courses at other universities may request a transfer of a maximum of 12 units of credit, but these requests must be made with the MSW Graduate Advisor prior to application.

Although we do not currently offer advanced standing, requests can be made on a case-by-case basis to substitute certain foundation level courses. Please place your request immediately after gaining admission to the program with the MSW Program Admissions Director and Graduate Advisor.

Taking MSW Courses Before Being Admitted

Only those admitted to the MSW Program may take graduate-level social work courses at SJSU; **MSW classes are NOT available through Open University.**

Additional Information and Questions

Please visit our web site at www.sjsu.edu/socialwork/. If you have any questions, please contact the MSW Program at the address above or call the Social Work office at (408) 924-5800.

Thank you again for your interest in our MSW Program!

Applicant Agreement: I have read the MSW Program Bulletin and the 2010 MSW Program Application in preparation for applying to this program. To my knowledge, the information I have provided in this application is true and accurate. Also, the autobiographical statement and sample of writing is my own work.

Applicant's Signature

Date



LIBERAL ARTS FOUNDATION WORKSHEET – FALL 2010

To assess your liberal arts foundation and your preparedness for the MSW Program, please complete and submit this worksheet, or attach your own document with the requested information, and include it as part of your application.

Please specify the manner in which you acquired knowledge about the liberal arts content areas below. If you list specific coursework, specify the course by name and number, and identify the educational institution where you took the course(s). Specialized training in each area also may be listed.

1. Knowledge of social and psychological determinants of human behavior (e.g., child development, psychology, sociology, etc.). _____

2. Ability to think critically about society, legislation, policy, and social programs, and their effects on individuals and groups (e.g., political science, history, economics, social legislation, etc.).

3. Knowledge of diversity in culture, social conditions, and social problems (e.g., anthropology, sociology, ethnic studies, cultural pluralism, etc.). _____

4. Knowledge and appreciation of expressions of culture including art, literature, science, history, and philosophy, etc. _____

5. Understanding of your cultural heritage particularly in relation to other cultures (e.g., American history, ethnic history, multicultural development, social and racial problems, etc.). _____

6. Knowledge of methods for research and scientific inquiry. (e.g., quantitative and qualitative research, physical and computer sciences, logic, mathematics, statistics, etc.). _____

7. Means of professional communication and ways of thinking that are characteristic of a broadly educated person (e.g., literature, languages, creative writing, public speaking, debate, etc.).



HUMAN BIOLOGY REQUIREMENT WORKSHEET – FALL 2010

Human Biology Requirement. The MSW Program Admissions committee will evaluate whether applicants have fulfilled the human biology requirement. Successfully completing a college-level course in human biology or qualified equivalency is **NOT required to apply**. However, if admitted and this competency is not yet acquired, students must complete an MSW Program-approved human biology course before entering their final year of the graduate program. A list of course options will be provided when you are admitted into the program. **Successful completion is a C- or better, or a Pass in a Pass/No Pass grade option.** To demonstrate equivalency in human biology, applicants must have successfully completed course content in 5 key areas: (1) genetics/heredity, (2) human development, (3) human anatomy/physiology, (4) sexuality/reproduction, AND (5) aging. Your transcripts must reflect this coursework.

San José State University's Biology 21 (Human Biology) serves as the benchmark for acceptable coursework as it covers all 5 areas of human biology mentioned above. Please indicate below if you have completed a course in human biology. **If not, please list all coursework completed in the 5 areas mentioned and attach catalog descriptions.**

1. Have you successfully completed a college-level course in human biology?

Yes No

If no, please answer Question #2 below.

If yes, please list the title and course number, university/college where taken, and when completed:

Title and Course Number	University/College	Semester/Quarter & Year Completed
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2. Have you successfully completed a set of college-level courses covering **all** 5 areas of human biology?

Yes No

If no to #2 (and also #1 above), you will be sent a list of courses that fulfill this requirement.

If yes, please list accordingly the title and course number, university/college where taken, and when completed:

(1) Genetics/Heredity

Title and Course Number	University/College	Semester/Quarter & Year Completed
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(2) Human Development

Title and Course Number	University/College	Semester/Quarter & Year Completed
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(3) Human Anatomy/Physiology

Title and Course Number	University/College	Semester/Quarter & Year Completed
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(4) Sexuality/Reproduction

Title and Course Number	University/College	Semester/Quarter & Year Completed
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(5) Aging

Title and Course Number	University/College	Semester/Quarter & Year Completed
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RESUME AND SOCIAL WORK RELATED EXPERIENCE WORKSHEET – FALL 2010

Resume Instructions

A resume must be included as part of your application. Please specify your educational background including the educational institutions, dates of attendance, and graduation date and degree(s) awarded. Include employment history, and volunteer and internship experiences. For employment and volunteer experience, list employer or agency name, dates of employment, responsibilities, and average hours worked per week. Also include any language skills and degree of proficiency, and any other relevant skills or qualifications.

Social Work Related Experience Worksheet

Use the worksheet below to report your amount of social work related experience in hours. This may be employment, internship, or volunteer experience. **If you are unsure whether a particular experience is social work related, please list it anyway;** the MSW Program Admissions Committee will determine its relevance. **For the experiences you list, please comment in your autobiographical statement how specifically how these experiences are social work related and how they have prepared you for graduate study and a career in social work.** This information will assist us in evaluating your application. Please complete the worksheet below by filling in the appropriate information in the spaces allotted. You may type or print clearly. If you need more space, fill-out additional worksheets or attach your own similarly formatted document. **Please attach this worksheet IN FRONT of your resume.**

Agency/Organization Name	Job Position	Dates of Employment	Total Weeks (or Days) & Average Hours Per Week (or Day)	Total Hours
Example: SafeHouse Inc.	Example: Volunteer Family Counselor	Example: March 1, 2003 to April 1, 2004	Example: 56 weeks at 5 hours per week	Example: 280 hours
Grand Total of Hours of Social Work Related Experience ⇨				

Please submit an autobiographical statement as part of your application. This document will serve both as an example of your writing ability and a basis for better understanding your background, characteristics, experiences, and interests related to your pursuit of an MSW degree at San José State University.

Format Instructions

The format of your autobiographical statement MUST be:

- (1) Typed or computer word processed in 12-point font;
- (2) Double-spaced with 1 inch page margins;
- (3) Written in no more than 3,000 words or a limit of 10 single-sided pages; and
- (4) Generally organized and written to address all the “content” areas below

Content of the Autobiographical Statement

The mission of the Social Work Programs at San José State University is to provide quality, professional education which prepares BASW and MSW students for culturally competent practice with Latinos, African Americans, Asian and Pacific Islanders, and those communities, groups, families, and individuals who are disenfranchised, oppressed, or marginalized. The unique transcultural perspective, which has historically guided the curriculum, promotes commitment of its graduates to enhance the well-being of individuals and their communities, to build upon the strengths of diverse cultures, and to advocate for social justice.

Please note the recommended page lengths for each component. In your autobiographical statement, please include:

- A. A general introduction of who you are, your career goals in the profession of social work, and your primary reasons for pursuing a degree in social work **(1 page)**;
- B. How your background and experience influenced your decision and prepared you to become a social worker, specifically experience with each of the following **(3 to 4 pages)**:
 1. Personal and professional experiences (e.g., experiences that have helped shape and define who you are; experiences giving and receiving help, etc.)
 2. Your experience, interest with different cultures and oppressed groups (e.g. meaningful experiences in groups, communities and organizations; thoughts about issues of classism, sexism, homophobia, racism, poverty, and other forms of oppression), including specific experience with EACH of the following populations-at-risk:
 - Latinos, Asian Americans, African Americans, Native Americans, and other ethnic minority groups;
 - Gay, lesbian, bisexual, or transgendered populations; and
 - Communities, groups, families, and individuals who are disenfranchised, oppressed or marginalized;
- C. What contribution to the profession and society you expect to make as a social worker, especially in terms of our program’s mission emphasizing culturally competent practice with Latinos, African Americans, Asian Americans and those communities, groups, families, and individuals who are disenfranchised, oppressed, or marginalized **(1 to 2 pages)**;
- D. Your strengths (e.g., bilingual skills, leadership abilities, personal characteristics, unique experiences, etc.) and areas of growth (e.g., needing additional experience with certain populations, character development, maturity, etc.) that influence your abilities to be a professional social worker **(2 to 3 pages)**; and
- E. Why San José State University’s MSW Program is the best place for your education, and plans and adjustments in priorities you are willing to make in order to earn your MSW degree **(1 page)**.



LETTER OF RECOMMENDATION FORM – FALL 2010
(This form and letters of recommendation must be postmarked by Jan. 22, 2010)

This recommendation concerns: _____
(please print name of applicant)

The above named person is an applicant for admission into the Master of Social Work (MSW) Program at San José State University. Recommenders, please complete and sign this form, and attach with your letter. **All letters of recommendation MUST be typed on agency or business letterhead and signed in order to be considered by the MSW Program Admissions Committee.**

- ◆ With regard to the applicant, please comment in your letter of recommendation on the following:
 - A. Length of time and capacity in which you have known the applicant.
 - B. Capacity for social work practice with clients in complex situations.
 - C. Ability to work under stress.
 - D. Potential for culturally competent social work, especially with diverse populations including ethnic minorities, people with disabilities, and other marginalized groups.
 - E. Ability to work collegially as a member of an interdisciplinary team.
 - F. Skills and ability to comply with agency requirements, including accountability and timeliness.
 - G. Interest/commitment to the profession of social work.
 - H. Quality of written work, including clarity, cohesiveness, and organization.
 - I. Leadership experience and potential.
 - J. Areas for growth.

- ◆ Please check the box that corresponds with your overall evaluation of this applicant:
 - I do not recommend this applicant for admission to San José State University’s MSW Program.
 - I believe that this applicant’s qualifications are marginal, but if admitted, the applicant would greatly benefit from study in the program.
 - I believe that this applicant’s performance should be comparable to that of most graduate students, and I recommend this applicant for admission.
 - I believe that this applicant’s performance would be above average, and I recommend this applicant for admission.
 - I believe that this applicant has the capability to perform at a superior level, and I strongly recommend this applicant for admission.

Recommender’s Name (please print): _____ Title: _____

Address: _____

Signature: _____ Date: _____

Recommenders please return this completed and signed form attached to your letter of recommendation to the applicant or mail it to the MSW Program Admissions Committee, San José State University, One Washington Square, San José, CA 95192-0124.

Public Law 90-247 requires all institutions of higher education receiving federal funds to make a student’s records available to him or her for examination upon request.

LETTER OF RECOMMENDATION FORM – FALL 2010 (Addendum)
(This form and letters of recommendation must be postmarked by Jan. 22, 2010)

This recommendation concerns: _____
 (please print name of applicant)

RECOMMENDERS: please attach this “Addendum” to your letter of recommendation and mail it to the MSW Program Admissions Committee, San José State University, One Washington Square, San José, CA 95192-0124. **If the student has waived the right to see your recommendation, below, please type "CONFIDENTIAL" at the top of your letter.**

Waiver:

I, the above named student,

_____waive
 _____do not waive

any right of access I may have, as provided by law, to this letter of recommendation.

Permission to contact your most recent degree program:

Do you give our Admissions Committee permission to contact the school from which you earned your last degree should additional information be needed to evaluate your application?

_____yes, I give this permission
 _____no, I do not give this permission

STUDENT'S SIGNATURE:	DATE:
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 - E. Ability to work collegially as a member of an interdisciplinary team.
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 - G. Interest/commitment to the profession of social work.
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 - J. Areas for growth.

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 - I believe that this applicant’s performance should be comparable to that of most graduate students, and I recommend this applicant for admission.
 - I believe that this applicant’s performance would be above average, and I recommend this applicant for admission.
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Waiver:

I, the above named student,

_____waive
 _____do not waive

any right of access I may have, as provided by law, to this letter of recommendation.

Permission to contact your most recent degree program:

Do you give our Admissions Committee permission to contact the school from which you earned your last degree should additional information be needed to evaluate your application?

_____yes, I give this permission
 _____no, I do not give this permission

STUDENT'S SIGNATURE:	DATE:
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