

OVERVIEW

The Master of Social Work (MSW) program at Texas A&M University-Commerce is designed to meet the educational needs of social workers in the northeast region of Texas. The program prepares students for advanced generalist social work practice. The focus is on the rural and increasingly urban communities located in Northeast Texas. There are unique challenges for social work practice in rural and urban communities, including a lack of existing services, the need to identify and develop new resources, and the need to collaborate with existing agencies to maximize the services we can deliver to our fellow citizens. In order to accommodate working adults, all courses in the MSW program are taught evenings and weekends.

PROGRAM ADMISSION OPTIONS

Options for admission to the Social Work Program include:

1. **Foundation** – For students with an undergraduate degree in a field other than Social Work. This is a full-time, two-year program offered over four regular semesters and one summer semester.
2. **Advanced Standing (Concentration)** – Prospective students who have a Bachelor of Social Work (BSW) degree from a program accredited by the Council on Social Work Education (CSWE) are eligible for admission to the advanced standing program. Favorable consideration rests upon demonstrated mastery of the foundation curriculum at the BSW level. In most cases, this requires that students either have a grade point average of 3.0 or better in all undergraduate work, or 3.0 for all social work courses taken at the BSW level. At least one admission reference should be from an instructor in the BSW program you attended if possible. In the event that significant time has elapsed between completion of the BSW and application for advanced standing to the MSW program, the Admissions Committee may recommend some additional graduate work designed to update knowledge, values, and skills as deemed appropriate.

GENERAL ADMISSION REQUIREMENTS

A successful applicant must show evidence of the capacity to complete graduate-level work as evidenced by past academic performance. The MSW program will admit students who show the greatest capacity to complete graduate-level work and become effective social work practitioners. Students will not be discriminated against on the basis of race, creed, national origin, age, disability status, sexual orientation or gender. The program is committed to recruiting applicants who represent a diverse population.

The minimum admission requirements for the MSW program are as follows:

- ▶ A four-year bachelor's degree from an accredited college/university
- ▶ A Liberal Arts background
- ▶ A 3.00 overall undergraduate Grade Point Average (GPA) or 3.0 on your last 60 hours of undergraduate work. The Graduate Records Examination (GRE) is required if your undergraduate GPA does not meet the above requirements and admission will be considered on a space available basis.
- ▶ A Summary of Experience (Resume or Vitae)
- ▶ A Professional Narrative Statement
- ▶ Three references, one of which should be from an undergraduate professor or supervisor of a paid or unpaid social services agency, if possible.

In addition to submitting the required application information, all new students are required to attend an orientation before enrolling in classes. The orientation familiarizes new students with our program, faculty, etc. Once you have been admitted to the MSW Program, you will receive a notice by mail advising you of the dates, locations, and times selected.

At that time, you will need to mark your calendar and RSVP Pam Hammond at (903) 468-3047 or Pamela_Hammond@tamu-commerce.edu and let her know which date and location you plan to attend.

Information concerning transferring credit for courses previously taken in another MSW program or in another graduate level field of study can be obtained by contacting the Department of Social Work.

You may download the current Graduate Catalog by going to www.tamu-commerce.edu/home/ and click on the **Catalogs** link.

**MASTER OF SOCIAL WORK
STUDENT ADMISSIONS CHECKLIST
TEXAS A&M UNIVERSITY-COMMERCE, TEXAS
DEPARTMENT OF SOCIAL WORK**

Your Name _____

_____ Graduate School Application form completed and \$35.00 paid. To apply online, go to www7.tamu-commerce.edu/gradschool/gradmenu/ApplyOnline.asp. Click on **Masters Application**, complete and submit.

_____ One copy of official transcript from each college attended, (unless you are a graduate of TAMU-Commerce.) Please remember it can take as long as six weeks for transcripts to be forwarded.

_____ Request for References using Reference Form in Admissions Packet (three references)

1. _____
2. _____
3. _____

_____ Resume or Curriculum Vitae sent with application (including your mailing address, telephone number, and email address).

_____ Graduate Record Examination (GRE) is not required for those applicants who have a 3.0 or better overall undergraduate grade point average (UGPA), or a 3.0 GPA in the last 60 hours. All others are expected to take the GRE. There is currently no required score on the GRE – it is used only to assess mastery of undergraduate content and ability to do graduate level academic work.

Admission will be considered on a space available basis. You may access GRE sites and calendars at www.gre.org.

_____ **GRE score** _____ **UGPA** _____ **Graduate Coursework GPA**

_____ Liberal Arts Preparation

Liberal Arts background (course work in the following areas must have been completed in the undergraduate program or must be taken prior to the student being admitted to the MSW program).

9 semester credit hours (sch) Communication classes; 3 sch Math; 8 sch Natural Sciences (4 sch each class); 3 sch Visual & Performing Arts; 15 sch Socio-Behavioral; 3 sch Humanities; Sciences (includes 6 sch of American History; 6 sch of American Government; 3 sch of other (Philosophy, Sociology, Psychology, Anthropology, etc.)); and 2 sch of Physical Ed. /Health and Wellness

_____ **Professional Narrative Statement (See outline below to be used as a guide)**

ADMISSION REVIEW FORM

IN REVIEWING THE PROFESSIONAL NARRATIVE STATEMENT, PLEASE FOLLOW THE OUTLINE BELOW TO ENSURE ALL QUESTIONS ARE ADDRESSED. PLEASE TYPE AND DOUBLE SPACE.

1. Describe the development of your interest in the field of Social Work.
2. What are your personal qualifications for Social Work practice?
3. Express your feelings, experience, and ideas about working with diverse and oppressed populations.
4. Discuss any social experiences or personal situations that had a significant impact on you. How did these experiences contribute to your understanding of your values/beliefs/etc?
5. Discuss your work experience as it relates to establishing positive helping relationships & ability to make professional judgments.
6. What are your expectations of graduate education? Describe the knowledge and skills you hope to gain.
7. Describe your strengths and learning needs that may affect your professional practice in the social work field.
8. In order to be licensed in social work, and to become employed in some agencies, applicants are required to disclose any legal history or history of emotional conditions that may affect employment. For these reasons, the admissions committee requests that applicants to the MSW program address these issues and how they may affect one's academic performance in this professional narrative statement. The applicant may request this information be kept confidential within the admissions committee structure.

Feel free to call the Department or the Graduate School at any time to confirm receipt of your admission materials, or go to Webtrax at www7.tamu-commerce.edu to track your progress.

**DEPARTMENT OF SOCIAL WORK
REFERENCE LIST FORM**

REFERENCES: Please give the name and addresses of three references who are not relatives or personal friends. One must be an undergraduate professor or supervisor of paid or volunteer placement.

1.	_____	
	Full Name	Capacity in which known

	University/Firm/Agency	

	Street or P.O. Box	City State Zip Code
2.	_____	
	Full Name	Capacity in which known

	University/Firm/Agency	

	Street or P.O. Box	City State Zip Code
3.	_____	
	Full Name	Capacity in which known

	University/Firm/Agency	

	Street or P.O. Box	City State Zip Code

DEPARTMENT OF
SOCIAL WORK

REQUEST FOR REFERENCE

Applicant: _____

To Applicant: Please check one of the following statements.

- I retain the right to see any material sent by this reference, if I so desire.*
- I waive my right to see any material sent by this reference.*

Note to Applicant-Please mail reference form directly to your references.

To Reference:

The above named individual has applied to Texas A & M-Commerce for admission into the Master of Social Work program. Your willingness to provide this reference for this applicant is greatly appreciated. Please be sure to fill out the form completely, sign the back page, date it and return it to:

Department of Social Work
Texas A & M-Commerce
P.O. Box 3011
Commerce, Texas 75429-3011

1. Please describe in what context you have known this applicant and for how long.

2. What would you describe as the applicant's greatest strengths?

3. What would you describe as the applicant's areas of needed growth?

Reference
page 2

4. Please assess the applicant's level of ability to complete graduate work.

5. How would you rate this applicant's academic capacity compared to other individuals you have taught/supervised/worked with?

___ Top 1% ___ Top 5% ___ Top 10% ___ Top 20% ___ Top 50%

6. Please rate the applicant on the following items:

	<u>Excellent</u>	<u>Very good</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
1. Writing skills	O	O	O	O	O
2. Oral communication skills	O	O	O	O	O
3. Ability to solve problems	O	O	O	O	O
4. Ability to think analytically	O	O	O	O	O
5. Commitment to work with diverse populations	O	O	O	O	O
6. Ability to make sound professional judgments	O	O	O	O	O
7. Emotional maturity	O	O	O	O	O
8. Self direction	O	O	O	O	O
9. Commitment to the field of social work	O	O	O	O	O
10. Ability to establish positive helping relationships	O	O	O	O	O

7. Additional comments:

Name _____ Date _____

Agency _____ Phone Number _____

Position _____

PROFESSIONAL NARRATIVE STATEMENT:

Each applicant must provide a professional narrative statement, double spaced, no less than three pages. Please include the following information:

1. Describe the development of your interest in the field of social work.
2. What are your personal qualifications for social work practice?
3. Express your feelings, experience, and ideas about working with diverse and oppressed populations.
4. Discuss any social experiences or personal situations that had a significant impact on you. How did these experiences contribute to your understanding of your values/beliefs/etc?
5. Discuss your work experience as it relates to establishing positive helping relationships & ability to make professional judgments.
6. What are your expectations of graduate education? Describe the knowledge and skills you hope to gain.
7. Describe your strengths and learning needs that may affect your professional practice in the social work field.
8. In order to be licensed in social work and in some agencies to become employed, applicants are required to disclose any legal history or history of emotional conditions that may affect employment. For these reasons, the admissions committee requests that applicants to the MSW program address these issues and how they may affect one's academic performance in this professional narrative statement. The applicant may request this information be kept confidential within the admissions committee structure.

Please sign and date your professional narrative statement.

SPECIAL CONSIDERATIONS/ARRANGEMENTS: Please identify any special assistance you require in completing the MSW Program:

SOCIAL WORK INFORMATION

(Submit with resume and professional narrative statement)

Name: _____

Address: _____ E-Mail: _____

Telephone: Home: _____ Work: _____ Cell: _____

1. When do you plan to begin your MSW program? Spring _____ Summer _____ Fall _____

2. Campus: Commerce _____ Mesquite _____

3. Sequence: Foundation _____ Advanced Standing _____

4. Full-time or part-time sequence will be determined by you after you have been admitted to the MSW Program and are assigned an advisor.

PLEASE READ THE FOLLOWING PARAGRAPHS, SIGN YOUR NAME ON THE SIGNATURE LINE AND DATE THE FORM TO ACKNOWLEDGE YOUR RECEIPT AND UNDERSTANDING OF THESE TWO PARAGRAPHS.

(A hard copy of this signed form must be returned to the Social Work Department)

NON-DISCRIMINATION STATEMENT

It is the policy of Texas A&M-Commerce and the Department of Social Work to comply with all state and federal laws that prohibit discrimination on the basis of age, race, national origin, color, religion, gender, sexual orientation or disability in recruitment, admission and retention practices.

ETHICAL BEHAVIOR STATEMENT

I acknowledge that Texas A&M-Commerce, Department of Social Work reserves the right to refuse admission to any applicant who falsifies or misrepresents the information on this application. The department also reserves the right to deny admission based upon lack of qualifications or evidence of ethical misconduct.

SIGNATURE: _____ **DATE:** _____