



OVERVIEW

The Master of Social Work (MSW) program at Texas A&M-Commerce is designed to meet the educational needs of future social workers. The program prepares students for advanced generalist social work practice which will enable them to engage in direct practice, advocacy, supervision, administration, serving as change agents, and demonstrating leadership in various contexts. Upon completion of our MSW program, students should effectively demonstrate competencies such as critical thinking, independent decision-making, application of evidence-based interventions, promotion of equality and social justice, and evaluation of practice. In order to accommodate working adults, courses are scheduled at various times of the day and evening and at different locations.

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 fulltime, two-year program offered over four regular semesters and one summer semester. It can also be done as a part-time program. Full time admission for Fall and only part time admission for spring.
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.



Name _____

_____ Graduate School Application form completed and \$50.00 paid.

To apply online, go to https://www.applytexas.org/adappc/gen/c_start.WBX

Click on **Masters Application**, complete and submit.

_____ One copy of official transcript from each college attended submitted to:

School of Social Work, (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 submitted to:

School of Social Work (**three references-supervisors and/or instructors only.**

Supervisor and/or instructor status must be included in Question 1 of Reference Form)

1. _____

2. _____

3. _____

_____ Resume or Curriculum Vitae submitted to the School of Social Work (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**

_____ Passport style (headshot) photo

_____ 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 submitted to the School of Social Work
(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 ability to establish 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. Have you ever been charged and/or convicted of a misdemeanor or felony?
Yes No
If yes, explain.
9. Do you have current or previous mental health issues?
Yes No
If yes, explain.
10. 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.

No student will be permitted to enroll prior to a finding by the Admissions Committee.

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 (3) references on the reference form provided. Reference forms must be signed by the reference (typed signature will NOT be accepted) and must be submitted to me by the person providing the reference. References ___ submitted by the applicant/student will NOT be accepted. References _____ submitted from co-workers, family or friends will NOT be accepted. Only references ___ submitted from instructors or supervisors will be accepted. Supervisor ____ and/or instructor must be noted in Question 1 of Reference Form.
- ▶ Passport style (headshot) photo

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 to: Janis.Cirkles@tamuc.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.tamuc.edu/home/ and click on the **Catalogs** link.



REFERENCE LIST FORM

REFERENCES: Please give the name and addresses of three references who are not relatives, personal friends or co-workers. Supervisor and/or instructor must be noted in Question 1 of Reference Form.

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



REQUEST FOR REFERENCE

(Must be instructor or supervisor and must be noted in Question 1)

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.

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:

School of Social Work
Texas A & M-Commerce
P.O. Box 3011, SWK HEN 311
Commerce, Texas 75429-3011



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

Direct Supervisor _____

College Instructor _____

How long known _____

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

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

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

6. Please rate the applicant on the following items:

- Outstanding:** in upper 10% of people you know
- Above average:** 70 – 90% of people you know
- Average:** 30 – 70% of people you know
- Below average:** 0 – 30% of people you know
- Don’t know:** You do not know the applicant well enough to give an informed answer

	Outstanding	Above Average	Average	Below Average	Don’t Know
I. Intellectual					
1. Spirit of inquiry					
2. Studious					
3. Creative thinker					
4. Writing skills					
5. Verbal skills					
II. Work Habits					
1. Organization					
2. Quality of product(s)					
3. Quantity of product(s)					
4. Relationships with peers					
5. Relationships with supervisors					
6. Reliability, dependability					
7. Leadership skills					
8. Uses criticism in a positive way					
III. Personal Characteristics					
1. Emotional stability					
2. Self-awareness					
3. Speaking effectiveness					
4. Appropriately assertive					
5. Resourcefulness					
6. Creativity					
7. Relationships with others					
8. Ability to cope with frustrations					
9. Reliability, trustworthiness					
10. Concern for social & political issues					
11. Accepts people as they are					

**Adapted from Eastern Washington University School of Social Work and Human Services*

7. Additional comments: **(Please attach additional sheet if necessary)**

Printed Name _____ Date _____

Original Signature _____
 (Cannot be electronic or typed signature)

Email Address _____

Agency _____ Phone _____

Position _____ (In case we need to contact you regarding this reference)

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 ability to establish 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.
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8. Have you ever been charged and/or convicted of a misdemeanor or felony?
 Yes No
 If yes, explain.
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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: _____ Email: _____

Phone Home: _____ Work: _____ Cell: _____

1. **WHICH SEMESTER WILL YOU BEGIN THE MSW PROGRAM?** FALL _____ SPRING _____ SUMMER _____

2. **SEQUENCE:** FOUNDATION _____ (No BSW)
CAMPUS: MESQUITE _____ COMMERCE* _____ (*with sufficient enrollment)

3. **SEQUENCE:** ADVANCED STANDING _____ (BSW Required)
CAMPUS: COMMERCE _____ MESQUITE _____ MCKINNEY _____

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.**

5. **ARE YOU A TITLE IV-E APPLICANT?** YES _____ NO _____

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 School of Social Work)

NON-DISCRIMINATION STATEMENT

It is the policy of Texas A&M-Commerce and the School 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, School 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:** _____