



# SCHOOL OF Social Work

A&M-COMMERCE

## OVERVIEW

The Masters 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, and demonstrating leadership in various contexts. Upon completion of our MSW program, students should effectively demonstrate competencies such as critical thinking, independent decision-making, and application of evidence-based interventions, promotion of equality and social justice, and evaluation of practice. In order to accommodate working adults, courses are scheduled on various days with evening classes, at different locations or 100% online. To apply, visit Apply Texas at <https://goapplytexas.org/>.

## PROGRAM ADMISSION OPTIONS

Options for admission to the Social Work Program include:

1. **Foundation** – Students with an undergraduate degree in any field other than Social Work. This is either a full time, two-year program offered over four regular semesters and one summer semester or a part-time program in which students can expect to earn their degree in about four years. Students beginning the program in the fall or spring term can choose the full time program and students beginning in the summer term must select the part-time program.
2. **Advanced Standing (AGP/Concentration)** – Students who have earned a Bachelor of Social Work (BSW) degree from a program accredited by the Council on Social Work Education (CSWE) within the last six years and have a 3.0 GPA are eligible for expedited admission to the Advanced Standing Program. Students with a BSW older than 6 years, from a CSWE accredited program may apply to the Advanced Standing program, but may be required to take additional course work to update knowledge, skills and abilities as recommended by the Admissions Committee. Full-time students can expect to complete the program in one year.



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### FAQs MSW Admission Process

1. ***What is the admission process for the MSW program?***
  - a. The online application <https://goapplytexas.org/> is automatically sent to the Graduate School who will receive within 72 hours. You will receive an email from Dayla Burgin in the Graduate School with instructions.
  - b. Once the admission file is complete with the Graduate School, Leanne Farquhar, MSW Coordinator emails the student confirmation their file has been submitted to the Admissions Committee for review and a final decision. If accepted, a link for orientation and request for five forms (Orientation Acknowledgement, Code of Conduct, Degree Plan, Comprehensive Exam Info, and Permit) must be returned.
  - c. Once documents are received, the student will be given permits to register.
2. ***How long does the admissions process take?***

It depends on how long it takes for all necessary admission materials to be submitted. Once a student's file is complete, sent to Admissions Committee (active Social Work professors), it can take up to two weeks for the Committee to reach a decision.
3. ***Should I send my admission materials to the School of Social Work or to the Graduate School?***

ALL admission materials must be sent to Dayla Burgin in the Graduate School at [Dayla.Burgin@tamuc.edu](mailto:Dayla.Burgin@tamuc.edu) or mail originals to TAMUC, Graduate School, Dayla Burgin, P.O. Box 3011, Commerce, TX 75429-3011.
4. ***If my file is complete and I've been accepted into the MSW program, but I've decided to postpone my admission, do I have to reapply to the program?***

No, your file will remain active for one calendar year. If you wait over one year, you will not need to pay your fee again, but will still need to reapply thru Apply Texas. You will also need current references, new professional narrative, updated resume, and SW info form.
5. ***If I haven't paid my application fee yet, can I still register after I've been accepted and attended orientation?***

No, the application fee has to be paid to register.

**PROFESSIONAL NARRATIVE STATEMENT:**

In reviewing the professional narrative statement, please follow the outline below to ensure all questions are addressed. Narrative must be typed, double space, using APA format, narrative should be 2-3 pages.

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.

**Please sign and date your professional narrative statement.**

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

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## REFERENCE LIST FORM

**REFERENCES:** Please give the name and addresses of three references who are not relatives, personal friends, mentors or co-workers. Supervisor and/or instructor, past/present, 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



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## REQUEST FOR REFERENCE

(Must be instructor or supervisor and clearly 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 send reference form directly to your references. Reference form must be provided to us by person completing form.

To Reference: The above named individual has applied to Texas A&M-Commerce for admission into the Masters of Social Work program.

**Please be sure to completely fill out the form, sign and date 2nd page, then,**

**email to: [Dayla.Burgin@tamuc.edu](mailto:Dayla.Burgin@tamuc.edu) or mail original to:**

**Graduate School  
Texas A & M-Commerce  
P.O. Box 3011  
Commerce, Texas 75429-3011**

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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?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCE FORM – 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?  Top 1%  Top 5%  Top 10%  Top 20%  Top 50%

6. Please mark an (X) in box where applicable and 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

I. Intellectual	Outstanding	Above Average	Average	Below Average	Don't Know
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 \_\_\_\_\_

Email Address \_\_\_\_\_

Agency \_\_\_\_\_ Phone \_\_\_\_\_

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



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SOCIAL WORK INFORMATION

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Primary contact phone: HM / WK / CELL: \_\_\_\_\_

Address: \_\_\_\_\_

1. **WHICH SEMESTER WILL YOU BEGIN THE MSW PROGRAM?** FALL  SPRING  SUMMER
2. **SEQUENCE: FOUNDATION**  (No BSW)
3. **SEQUENCE: ADVANCED STANDING**  (BSW Req'd)
4. **Preference: ONLINE**  **IN PERSON CLASSES: COMMERCE**  **MESQUITE**  **McKINNEY**
5. **Preference: FULL-TIME**  **PART-TIME**
6. **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.**

**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: \_\_\_\_\_