



**College of Professional Studies
School of Social Work
Master of Social Work Program**

MSW Admissions Application

A Member of the University of Louisiana System
An Equal Opportunity Employer and Educator/Facilities Accessible To The Disabled



Grambling State University
College of Professional Studies - School of Social Work
Dr. Jacqueline Garrison, Associate Dean
P.O. Box 4274
Grambling, LA 71245

Dear Prospective Student,

Thank you for inquiring about the Master of Social Work program at Grambling State University and your overall interest in the profession of social work. In the GSU School of Social Work, we are dedicated to teaching excellence and deepening our commitment to the communities that we serve. We strive to inspire students to pursue advanced social work roles in a variety of settings. The MSW degree program at GSU is accredited by the Council on Social Work Education.

Prospective applicants are encouraged to apply in advance by submitting all required MSW admissions documents by the priority deadline of March 1st. Applications completed after the priority deadlines are subject to space availability. Admission to the MSW program is selective and based on a holistic review of an applicant's potential to contribute to the profession of social work, graduate study readiness, academic preparedness, relevant experience, and alignment to our program's mission.

The MSW admissions application, process, eligibility requirements, and supporting materials required to complete application are enclosed. Please observe that the application for admission requires that the applicant apply to two separate departments, the School of Social Work and the School of Graduate Studies. Ms. Antoinette Kelly is the contact person for the School of Graduate Studies Admissions [Phone: (318) 274-2158; Office: Adams Hall – Room 206; Email: kellya@gram.edu]. Contact persons for the School of Social Work MSW Admissions is Ms. Chelsea Stringfellow, Administrative Assistant [Phone: (318) 274-3304; Office: Adams Hall – Room 311; Email: stringfellowc@gram.edu].

Should you have any questions regarding our MSW admissions process, please let us know.

With best regards,

Dr. Jacqueline Garrison

Dr. Jacqueline Garrison, DSW, LCSW-BACS
Associate Dean/Assistant Professor

SOCIAL WORK AT A GLANCE

Selection for admission is determined by the quality of the total application, academic record, personal references, autobiographical statement and human service experience. Primary emphasis is placed on the selection of students who are well motivated for social work and who have the maturity, personal qualities and intellectual capacity for successful practice in the field of social work. Students are admitted during the summer (full-time, part-time, and advanced standing).

INTERNATIONAL STUDENTS

All international students need to contact the Center for International Affairs and Programs (CIAP) as a first step. MSW applicants can access CIAP services and resources via [Grambling State University - International Student](#). The office number for CIAP is (318) 274-6556.

ADVANCED STANDING

Applicants who have received a baccalaureate degree in Social Work within the past 6 years from an undergraduate Social Work Program accredited by the Council of Social Work Education and a 3.2 or better overall grade point average. All applicants must be interviewed by faculty members.

PART-TIME

The Regular Master Program may be taken on a systematic part-time basis. The first 30 semester hours must be completed within 2 years of initial enrollment and all requirements for the MSW degree must be completed within 4 years.

The above requirements do not apply to non-degree seeking students as they are handled on an individual basis.

TRANSFER

Graduate credits from an accredited CSWE program earned less than six years before application, may be accepted by Grambling for credit toward the degree if they are courses containing the same content as courses required by GSU Master's program. Grambling cannot accept more than one third (1/3) of the credit hours needed to complete the program and a grade of "B" or better must be made for the course to be acceptable.

WAIVER

Academic credit is not awarded for life experiences.

STUDENT STIPEND-TITLE IV-E CHILD WELFARE TRAINING GRANT

To learn more about this scholarship, contact the School of Social Work Title IV-E Child Welfare Coordinator, Professor Precious Wilkerson-Carr [Office: Adams Hall – Room 310A; Email: carrp@gram.edu; Phone: (318) 274-3162].

Administration, Faculty, and Staff

MSW Admissions Application Requirements

School of Social Work Admissions

- Bachelor's degree with a liberal arts foundation from a regionally accredited college or university.
- Advanced Standing applicants must have an undergraduate degree in social work earned within five years of admission and have an overall GPA of 3.2.
- Other MSW applicants must have a GPA of 3.0 or an adjusted GPA of 2.65 (In last 60 credit hours.).
- Complete required undergraduate statistics course with a grade of a "C" or better. (Course may be taken during summer but must be completed prior to the beginning of the MSW program.)
- Complete School of Social Work admissions which include: [MSW Admissions application](#); Field application (See Appendix B); Personal Statements (Should be double-spaced, in 12 pt., Times New Roman font, and not exceed 1000 words in length.); Official transcript(s) from each college or university attended - sent directly from the institution(s); Three (3) letters of reference typed with letterhead.
- MSW Admissions interview (Applicants who meet admissions criteria will be interviewed).
- All MSW students are required to pass a background check for Field Internship participation.
- Electronically send documents to: socialwork@gram.edu.

Program	MSW Admissions Application	School of Graduate Studies Admissions Application
2-year, 4-year, & Advanced Standing	March 1	May 1

School of Graduate Studies Admissions

- Bachelor's degree from a regionally accredited college or university.
- \$20 application fee if not accepted or does not enroll not refunded nor is it credited to matriculation.
- Complete [School of Graduate Studies Admissions Application](#); Official transcript(s) from colleges or universities attended – sent directly from the institution(s); and [Three \(3\) Graduate Recommendation Forms](#).
- Electronically send documents to: kellya@gram.edu.

Questions

School of Social Work questions not answered on [Grambling State University - MSW Admissions](#), please contact Ms. Chelsea Stringfellow, School of Social Work Associate Dean's Administrative Assistant at stringfellowc@gram.edu or (318) 274-3304. School of Graduate Studies questions not answered on [Grambling State University - Graduate Admissions](#), please contact Mrs. Antoinette Kelly-Clark at kellya@gram.edu or (318) 274-2158.

Email MSW Application, Field Application, 3 References, & Autobiographical Statement:

socialwork@gram.edu.

**DEADLINE FOR SUBMISSION OF APPLICATION
MARCH 1**

APPLICANT LEGAL NAME: _____
 First Middle Last

SOCIAL SECURITY # (SSN): ____/____/____ **Birth Date:** ____/____/____

E-MAIL: _____

PHONE: (____) _____ - _____ (____) _____ - _____
 Cell Other

LOCAL ADDRESS: _____

 Street/P.O. Box

City State Zip code

Parish/County Country if not USA

PERMANENT ADDRESS (if different from current address): _____

 Street/P.O. Box

City State Zip code

Parish/County Country if not USA

APPLICATION CATEGORY

DIRECT PRACTICE CONCENTRATION - (Please check one program ONLY.)

_____ **Advanced Standing (1-Year) Has a BSW Degree & 3.2 GPA**

_____ **Full-Time (2-Year)**

_____ **Part-Time (4-Year)**

GENDER: Female _____ Male _____ Other _____

ETHNICITY (Optional): African American _____ Caucasian _____ Hispanic _____ Asian _____

Native American _____ Other (Specify): _____

IN CASE OF EMERGENCY, please notify:

EMERGENCY CONTACT: _____
 First Name Last Name Relationship

EMERGENCY CONTACT E-MAIL ADDRESS: _____

EMERGENCY CONTACT PHONE NUMBER: (____) ____ - _____

MEDICAL INFORMATION

If you have the need for any ADA services, please inform us as soon as possible. Students who need such services are encouraged to contact the ADA office on campus at (318) 274-3288, before classes begin.

EDUCATIONAL BACKGROUND

Have you requested an official college transcript be sent to Grambling School of Social Work?
 Yes __ No __

Are you a graduate from an accredited undergraduate Social Work Program?
 Yes __ No __

Enrollment in the MSW Program depends on acceptance to both the School of Graduate Studies and the School of Social Work.

COLLEGES AND UNIVERSITIES

NAME	ATTENDANCE DATES	DEGREE	MAJOR(S)

REFERENCES: Ask three people who have recent knowledge of your qualifications to write recommendations on your behalf. Two of the three references should be professional or academic in nature. Please list the names and addresses of your references.

NAME	POSITION	PHONE NUMBER

EMPLOYMENT HISTORY (Begin with most recent employment.)

Employer	Position	Dates - From/To	Supervisor

Have you been convicted of a felony upon a plea or verdict of guilt or following a *plea of nolo contendere*? Yes ___ No ___

(If the answer is yes, you will be contacted by a representative of the School of Social Work.)

Within the past five (5) years, have you habitually used or been diagnosed with a substance use disorder? Yes ___ No ___

If yes, please explain: _____

Students are required to begin field placement the Fall semester. Will you have access to an automobile for transportation to and from Field Placement?

Yes ___ No ___ If the answer is no, how do you plan to get to your field placement? _____

How did you become interested in the MSW Program at Grambling State University?

The application materials I am hereby submitting to the School of Social Work Program are correct and factual to the best of my knowledge.

Applicant's Signature: _____ Date: _____

ALL INFORMATION CONTAINED IN THIS APPLICATION WILL BE KEPT CONFIDENTIAL
******An application that has not been signed and dated will not be processed ******

For additional information, please visit the Website at www.gram.edu and click on academic programs.
A Member of the University of Louisiana System
An Equal Opportunity Employer and Educator/Facilities Accessible to the Disabled

The deadline for the submission of admission packets for those applying for the advanced standing, two-year, or part-time programs is March 1. The School of Social Work reserves the right to consider application packets received after this date depending on the availability of space only. Application packets received on or before March 1 will receive priority.



GRAMBLING
STATE UNIVERSITY®

**College of Professional Studies
School of Social Work
Master of Social Work Program**

Field Internship Application

A Member of the University of Louisiana System
An Equal Opportunity Employer and Educator/Facilities Accessible to the Disabled

FIELD EDUCATION INSTRUCTION SWK 512, SWK 522, SWK 633, & SWK 638

Students are required to complete a minimum of 900 clock hours of field instruction which consists of two (2) days per week, eight (8) hours per day for four (4) semesters. Field practicum must take place at a pre-approved site; examples of which include health care facilities, mental health facilities or other social service agencies. Each semester a minimum of 225 clock hours must be completed. Field Instructors for the field practicum will be social work practitioners who have met pre-established criteria and work in various North and Central Louisiana agencies. Each field practicum assignment is for two (2) consecutive semesters. A mandatory monthly field seminar is required for advanced (second year) students. Because of the geographic area of north central Louisiana, students may be required to commute an hour one way to a field placement. It is the responsibility of the student to make transportation arrangements to their field practicum agencies. It is also the responsibility of the student to have chosen 3 sites as documented in their field application, which they have visited and acquired permission to use, as a field practicum agency. The school is not responsible for any expenses they may incur due to traveling to and from field practicum placement. Attempts will be made to place students in close proximity to their home base without compromising placements. A Field practicum is permitted in one's place of employment upon approval from the Field Director/Interim Field Director.

A nominal field fee of \$50.00 per semester (paid during registration) is required to defray the cost of student liability insurance.

Professor Jamie Arthurlee, Interim Field Director

Phone: (318) 274-3301

Fax: (318) 274-3254

Email: arthurleej@gram.edu

Section I: Identifying Information

Name:		Academic Status: New MSW Student [] Returning MSW Student []	
Street Address:		City:	State: Zip Code:
Home Phone #:	Cell Phone #:		Email Address:
Age: Under 25 years []	26 – 35 []	36 – 45 []	Over 45 years []

Section II: Status of Student (Check all that apply.)

<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Foundation Year (1 st Year Student)	<input type="checkbox"/> Direct Practice (2 nd Year Student)
Do you have an undergraduate degree in social work? [] Yes [] No			
If yes, where did you receive your undergraduate degree? _____			
If your degree is not in social work, in what area did you receive your bachelor’s degree? _____			

Section III (Part I): Social Work Interest (ONLY 1st Year students complete.)

Please rank order the following areas by placing a numerical number beside all areas of practice you are interested in gaining more exposure during your internship.		
Psychiatric: In-patient [] Out-patient []	School Social Work []	Child Welfare []
Counseling []	Corrections/Offender Reentry []	Geriatrics []
Crisis Intervention []	Veterans Services []	HIV/AIDS []
Homeless Services []	Substance Abuse/Addictions []	Medical Social Work []
Hospice/Home Health []	Family & Children’s Services []	Community Organization []
Sexual Offenders []	Supervision and Administration []	Developmental/Intellectual Disabilities []
Other (Please specify):		

Section III (Part II): Social Work Interest (ALL STUDENTS complete.)

Place an "X" beside the skills that you would like to develop or experiences you would like to have exposure to during your field practicum (Check all that apply). Note: Checking an area(s) does not guarantee a placement as requested.		
Generalist Practice Assessments []	Treatment Planning []	Individual Counseling []
Case Management []	Crisis Intervention and Information Referral Services []	Child Welfare Services []
Mental Health Assessments []	Group Counseling []	Human Services Administration & Supervision []
Community Resource Development []	Grant Writing []	Program Development []
Program Evaluation []	Work with Diverse Client Populations []	Legal Issues/Courts []
End of Life Care Issues []	Public Speaking []	Substance Abuse []
Work with Sexual Offenders []	Community Organization []	Disabilities []
Other (Please specify):		

Rank the populations in order from 1-4 to indicate your field internship population of interest. (With 1 being your most desired population.)			
Children []	Adolescents []	Adults []	Older adults over 65 years []

Section IV: Miscellaneous Information

Do you speak a second language? [] Yes [] No

If yes, what language(s)? _____

What form of transportation will you use to attend your internship?

Will you be dependent on someone else for transportation?

[] Yes [] No [] Have not worked out transportation plans
(Please clarify.) _____

Do you have a current employer? [] Yes [] No

If yes, how many hours do you work per week? _____

What is your work schedule? (Indicate the times under the days below.)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**MSW students attend field education internship 2 days each week for 16 hours each week and complete a minimum of 225 hours each semester.
How will your work schedule affect your field hours?**

How will you coordinate your field and work schedule?

List any licenses/certifications you currently have.

Acceptable geographic location(s) for placement (Check all that apply):

Grambling [] Ruston [] Monroe [] Shreveport []

Natchitoches [] Alexandria [] Open []

Other (Specify): _____

Is there anything else that we need to know about you or special accommodations that must be made relative to your anticipated placement experience? [] Yes [] No

If yes, please explain. _____

Note: Some special accommodations may require documentation of accommodation need from a medical doctor or other specialist.

What are your strengths? _____

What are areas do you really need to improve in order to become a professional social worker? _____

**On a scale of 1 - 10, how would rate yourself in the following areas?
(With 10 being excellent and 1 being poor)**

Writing Skills	Oral Communication Skills	Assertiveness Skills	People Skills	Professional Dress and Attire	Punctuality	Dependability

STUDENT'S SELECTION OF FIELD AGENCIES FOR INTERVIEWS

Note: Students, if you are aware of a specific agency in your geographic area and would like to be considered for a placement with the agency, please provide the requested information. Also, please make sure you have spoken with the Social Worker at the agency if they are to supervise you. Any agency accepted for a field practicum experience for students must be officially affiliated with the GSU School of Social Work.

Agency # 1: (Only complete this if you have a field placement agency that has a licensed social worker who has agreed to supervise you and you would like the social worker considered. If you do not have one, the Field Director/Interim Field Director will work with you to determine field placement agency.)

Name of Agency:	Agency Licensed Social Worker Name:
Agency Address:	Licensed Social Worker Credentials:
Is this a current agency student is working at? [] Yes [] No	Agency Phone Number:

Agency # 2: (Only complete this if you have a field placement agency that has a licensed social worker who has agreed to supervise you and you would like the social worker considered. If you do not have one, the Field Director/Interim Field Director will work with you to determine field placement agency.)

Name of Agency:	Agency Licensed Social Worker Name:
Agency Address:	Licensed Social Worker Credentials:
Is this a current agency student is working at? [] Yes [] No	Agency Phone Number:

Agency # 3: (Only complete this if you have a field placement agency that has a licensed social worker who has agreed to supervise you and you would like the social worker considered. If you do not have one, the Field Director/Interim Field Director will work with you to determine field placement agency.)

Name of Agency:	Agency Licensed Social Worker Name:
Agency Address:	Licensed Social Worker Credentials:
Is this a current agency student is working at? [] Yes [] No	Agency Phone Number:

Guide for Reference Letter #1

TO THE APPLICANT: This form is to be given to **professionals** who can comment on your potential for graduate study in social work. The reference letters must be typed and emailed to socialwork@gram.edu.

YOUR SIGNATURE IS REQUIRED ON THIS FORM.

*Under the Family Educational Rights Act of 1974, students are entitled to review their records, including letters of recommendation. You may or may not waive your right to review this recommendation. If you waive your right to review this recommendation letter, it will be considered confidential by Grambling State University and **will not be available** for your inspection should you be accepted for admission to this program. Please mark the appropriate statement below, indicating your option, and sign your name.*

_____ I waive my right to review this recommendation.

_____ I do not waive my right to review this recommendation.

Applicant's Signature (**REQUIRED**): _____ Date: _____

Reference Name: _____ Reference Position: _____

Agency Name & Address: _____

TO THE EVALUATOR: You have been asked to write a letter of recommendation for the individual above who is applying for admission to the School of Social Work to pursue a Master of Social Work (MSW) degree. Your candid opinion will be of great assistance to us in evaluating her/his application. Your comments will be confidential only if the applicant has waived the right to review the letter.

To help the School of Social Work Admissions Committee make an informed decision on the applicant's readiness for professional education in social work, please address the following areas in your letter:

- 1. HOW LONG AND IN WHAT CAPACITY HAVE YOU KNOWN THE APPLICANT?**
- 2. PLEASE EVALUATE THE APPLICANT IN EACH OF THE FOLLOWING AREAS:**

- a. Intellectual ability
- b. Leadership ability
- c. Emotional Maturity / Stability
- d. Ability to accept and use constructive criticism
- e. Creativity
- f. Ability to work with others
- g. Concern for social problems
- h. Sensitivity to, and capacity for accepting differences in race, class, culture ideas, ideology, or ability
- i. Predicted level of academic performance
- j. Oral skills
- k. Written skills
- l. Strengths and Weakness

Guide for Reference Letter #2

TO THE APPLICANT: This form is to be given to **professionals** who can comment on your potential for graduate study in social work. The reference letters must be typed and emailed to socialwork@gram.edu.

YOUR SIGNATURE IS REQUIRED ON THIS FORM.

*Under the Family Educational Rights Act of 1974, students are entitled to review their records, including letters of recommendation. You may or may not waive your right to review this recommendation. If you waive your right to review this recommendation letter, it will be considered confidential by Grambling State University and **will not be available** for your inspection should you be accepted for admission to this program. Please mark the appropriate statement below, indicating your option, and sign your name.*

_____ I waive my right to review this recommendation.

_____ I do not waive my right to review this recommendation.

Applicant's Signature (**REQUIRED**): _____ Date: _____

Reference Name: _____ Reference Position: _____

Agency Name & Address: _____

TO THE EVALUATOR: You have been asked to write a letter of recommendation for the individual above who is applying for admission to the School of Social Work to pursue a Master of Social Work (MSW) degree. Your candid opinion will be of great assistance to us in evaluating her/his application. Your comments will be confidential only if the applicant has waived the right to review the letter.

To help the School of Social Work Admissions Committee make an informed decision on the applicant's readiness for professional education in social work, please address the following areas in your letter:

3. HOW LONG AND IN WHAT CAPACITY HAVE YOU KNOWN THE APPLICANT?

4. PLEASE EVALUATE THE APPLICANT IN EACH OF THE FOLLOWING AREAS:

- a. Intellectual ability
- b. Leadership ability
- c. Emotional Maturity / Stability
- d. Ability to accept and use constructive criticism
- e. Creativity
- f. Ability to work with others
- g. Concern for social problems
- h. Sensitivity to, and capacity for accepting differences in race, class, culture ideas, ideology, or ability
- i. Predicted level of academic performance
- j. Oral skills
- k. Written skills
- l. Strengths and Weakness

Guide for Reference Letter #3

TO THE APPLICANT: This form is to be given to **professionals** who can comment on your potential for graduate study in social work. The reference letters must be typed and emailed to socialwork@gram.edu.

YOUR SIGNATURE IS REQUIRED ON THIS FORM.

*Under the Family Educational Rights Act of 1974, students are entitled to review their records, including letters of recommendation. You may or may not waive your right to review this recommendation. If you waive your right to review this recommendation letter, it will be considered confidential by Grambling State University and **will not be available** for your inspection should you be accepted for admission to this program. Please mark the appropriate statement below, indicating your option, and sign your name.*

_____ I waive my right to review this recommendation.

_____ I do not waive my right to review this recommendation.

Applicant's Signature (**REQUIRED**): _____ Date: _____

Reference Name: _____ Reference Position: _____

Agency Name & Address: _____

TO THE EVALUATOR: You have been asked to write a letter of recommendation for the individual above who is applying for admission to the School of Social Work to pursue a Master of Social Work (MSW) degree. Your candid opinion will be of great assistance to us in evaluating her/his application. Your comments will be confidential only if the applicant has waived the right to review the letter.

To help the School of Social Work Admissions Committee make an informed decision on the applicant's readiness for professional education in social work, please address the following areas in your letter:

5. HOW LONG AND IN WHAT CAPACITY HAVE YOU KNOWN THE APPLICANT?

6. PLEASE EVALUATE THE APPLICANT IN EACH OF THE FOLLOWING AREAS:

- a) Intellectual ability
- b) Leadership ability
- c) Emotional Maturity / Stability
- d) Ability to accept and use constructive criticism
- e) Creativity
- f) Ability to work with others
- g) Concern for social problems
- h) Sensitivity to, and capacity for accepting differences in race, class, culture ideas, ideology, or ability
- i) Predicted level of academic performance
- j) Oral skills
- k) Written skills
- l) Strengths and Weakness

Autobiographical Statement/Essay – Information to Include

It is essential that we assess your potential for developing into the type of social worker Grambling State University School of Social Work will produce. We request that you write an autobiographical statement/essay consisting of approximately 500-600 words. This statement must be type written, double spaced, and discuss the following:

- A. Reason(s) for deciding to become a social worker**
- B. Family composition, inter-relationships, and community of origin experiences**
- C. Early education and life experiences which impacted your career choice**
- D. College experiences (honors, organizational affiliations as related to present career choice)**
- E. Work experiences, agency internships, and/or volunteer services related to career choice**
- F. Reason(s) for seeking admission to Grambling State University School of Social Work currently**
- G. Discuss a major social problem which you think needs the attention of social workers**