

Albany State University
Albany, Georgia

MASTER OF SOCIAL WORK PROGRAM
Application for Admission

PLEASE NOTE: A completed admissions file consists of the following documents:

Mail this application and all supporting documentation to:

Office of Graduate Studies
Albany State University
BCB-292
Albany, GA 31705

Office: (229)500-2022
FAX: (229) 430-2867

Checklist to be sent to the Office of Graduate Studies:

- Completed "MSW Application for Admission"
- Three [3] letters of reference
- Personal Narrative Statement
- Official sealed transcript(s) from all colleges and universities attended

Please check preferred program delivery:

- In-class only
- Online only
- Combination of in-class and online formats

Please check enrollment status applied for:

- Full time Status
- Part time status

<p>Date: _____</p> <p>Name: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%;"> Last First MI </div> </p> <p>List any other name(s) appearing on transcripts or other admissions materials if different from above: _____</p> <p>Current Mailing Address:</p> <p>_____</p> <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%;"> Street City State Zip </div> <p>Daytime Phone: () _____ Home Phone: () _____</p> <p>Cell Phone: () _____ Email: _____</p> <p>Person to be notified in case of emergency:</p> <p>Name: _____ Relationship: _____</p> <p>_____</p> <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%;"> Street City State Zip </div>	<p><i>This section is optional and is not used in any way in the admissions decision. The information is requested only for the purposes of ensuring compliance with all Civil Rights laws and the mission of the MSW program.</i></p> <p>Gender:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Female <input type="checkbox"/> Male <p>Citizenship:</p> <ul style="list-style-type: none"> <input type="checkbox"/> U.S. <input type="checkbox"/> Other <p>Race:</p> <ul style="list-style-type: none"> <input type="checkbox"/> African American <input type="checkbox"/> Asian American <input type="checkbox"/> Mexican American <input type="checkbox"/> Latino American <input type="checkbox"/> Native American <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Other _____ <input type="checkbox"/> White/Caucasian <p>Date of Birth:</p> <p>_____</p> <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%;"> Month Day Year </div>
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Applicant's Name: _____

Prerequisite Course Verification Form

The social work program requires candidates to have completed a baccalaureate degree from an accredited institution of higher education. Candidates must have a foundation in the liberal arts. Courses must have been taken in the areas noted below with a grade of "C" or better. Course titles and content differ from university to university. Identify your transcript the courses you believe meet each of our prerequisite content areas. If it is not apparent how your courses are equivalent, you must prove equivalency by submitting a syllabus or a letter from the instructor outlining what was taught in the course. If you have not yet met a content area, please explain how, where and when you plan to do so.

Proof of completion of all prerequisites must be completed before the start of the MSW program.

Humanities

Students with a strong liberal arts foundation in humanities recognize the importance of seeing people as capable and creative. Students with a foundation in the humanities are able to express their thoughts and feelings, think and act critically, and appreciate diverse beliefs and spiritual traditions. Students must enter the MSW program with at least two courses in such disciplines as Philosophy, Religious Studies, Music, Fine Arts, Literature, Dance, Dramatic Arts or Communication. The ability to speak and write another language, particularly Spanish, is highly valued but not required for admissions.

Course Number	Course Title	Institution	Grade

___ I have NOT met this requirement and plan to take the following course(s) at the following institution:

Course	Institution	Date
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Social Sciences

From the social studies, Students develop an awareness of the personal and political connection that illuminates the complex intersections of age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex and sexual orientation, all of which is essential in our evolving cultural and political world. At least two courses in disciplines such as Sociology, Psychology, History, Anthropology, Ethnic Studies, Women's Studies, African American Studies, Political Science, Geography, Sociology and Psychology are required.

Course Number	Course Title	Institution	Grade

___ I have NOT met this requirement and plan to take the following course(s) at the following institutions:

Course

Institution

Date

Natural Sciences

Preparation in the natural sciences provide Students with a knowledge of the interrelationships between human activity and its impact on the physical world. Students are expected to enter with at least one course in a discipline such as Geology, Environmental Studies, Chemistry, Biology, Microbiology, Anatomy, Physiology, Physics, Astronomy, Earth Sciences, Oceanography, Forestry, or Wildlife.

Course Number	Course Title	Institution	Grade

___ I have NOT met this requirement and plan to take the following course(s) at the following institutions:

Course

Institution

Date

SUMMARY OF WORK EXPERIENCE

DIRECTIONS: List *any* paid or volunteer experience you have had, using the format below. Please attach additional pages, as needed. List in reverse chronological order (most recent work experience first).

Name of Company:	Dates From/To:
Address:	Job Title:
City/State:	Supervisor:
Telephone:	Total Years/Months:
Primary Duties:	
Name of Company:	Dates From/To:
Address:	Job Title:
City/State:	Supervisor:
Telephone:	Total Years/Months:
Primary Duties:	
Name of Company:	Dates From/To:
Address:	Job Title:
City/State:	Supervisor:
Telephone:	Total Years/Months:
Primary Duties:	
Name of Company:	Dates From/To:
Address:	Job Title:
City/State:	Supervisor:
Telephone:	Total Years/Months:
Primary Duties:	
Name of Company:	Dates From/To:
Address:	Job Title:
City/State:	Supervisor:
Telephone:	Total Years/Months:
Primary Duties:	
Name of Company:	Dates From/To:
Address:	Job Title:
City/State:	Supervisor:
Telephone:	Total Years/Months:
Primary Duties:	

OTHER RELEVANT EXPERIENCE

Licensures and Certificates

State	Licensure or Certificate	Expiration Date

Honors, awards, special achievements, etc. (for academic, work or volunteer work)

Date	Title

Languages spoken and written and level of fluency

Language	Level of Fluency

International experiences (length of time, work/volunteer experiences)

Date	Location	Activities

Applicant's Name: _____

LETTERS OF REFERENCE

DIRECTIONS: Three letters of reference are required. Copy the *Guidelines for the Reference Letter* for each person writing a letter of reference. Reference letters are to be returned to *you* in a sealed envelope with the reference person's signature across the back of the envelope and included with your completed application package.

At least one professional reference must be submitted from a person who has supervised you in a human service position or who is acquainted with your work in a paid, volunteer or field-related position.

Academic references should be obtained from your Undergraduate Advisor or professors, with **at least one** from your major professor. For Applicants who have been out of college for five years or more and have no significant contact with people in the former academic setting, please submit references from persons you have known and have worked with in a professional capacity.

Applicant's Name: _____

Guidelines for the Reference Letter
[Attach This Signed Form to the Letter of Reference]

To the Applicant:

This form should be given to an individual who is able to comment on your qualifications for graduate study. Three letters of reference are required. Please copy this form as needed.

Reference letters should be returned to you in a sealed envelope with the reference person's signature across the seal of the envelope.

IMPORTANT: Please be sure to include **three** [3] letters of reference with your completed MSW Application package and mail it to Albany State University, Master of Social Work Program Admissions Committee.

To the Reference:

The above-named person has applied for admission to the MSW Program at Albany State University and has named you as a reference. We are interested in obtaining information that will help us arrive at an admission decision on this applicant. Since applications cannot be reviewed without the letters of reference, ***a reply within two weeks of receipt of this letter*** will ensure prompt consideration of the applicant's credentials. Applications are due initially by May 1st and the admissions process will close on July 31st.

INSTRUCTIONS: Return your letter TO THE APPLICANT in a sealed and signed envelope with the Applicant's name written on the front. The reference will be included in the completed application package submitted by the Applicant.

The graduate-level social worker will face many professional demands. The MSW student must be able to fulfill all academic requirements of graduate school and possess the personal qualifications essential for ethical, competent social work practice. These qualifications include: (1.) the capacity for empathy, (2.) intellectual curiosity, (3.) the ability to communicate well both verbally and in writing, (4.) the ability to conceptualize and think critically, and (5.) a commitment to social and economic justice for all people, particularly populations at risk. Personal qualifications include responsibility, adaptability, self-awareness, enthusiasm, initiative, an ability to collaborate with a multidisciplinary team, willingness to take appropriate risks, emotional maturity, sound judgment, creativity, and integrity. Please choose the areas you believe you are most qualified to address based on your relationship with the Applicant. Please provide *specific examples* of the Applicant's experiences and their relationship to the profession of social work. Include both the strengths and challenges that you perceive in the Applicant.

In compliance with the "Family Educational Rights and Privacy Act of 1974," Applicants to the MSW program have access to their application file, including all reference material, unless the Applicant waives that right.

- I waive my right to access and review this letter of reference**
- I do not waive my right to access and review this letter of reference.**

Applicant's Signature

Date

Applicant's Name: _____

Guidelines for Personal Narrative Statement

Your personal narrative statement is meant to help the MSW Admission Committee better understand the reasons for your application to our program and your readiness and capacity for graduate education in social work. Your statement will also help us to ascertain your writing ability and critical thinking skills.

Please address the following points in a well-developed essay. *Carefully* answer the questions below in a coherent, well-conceptualized essay rather than short answers to individual items. Please limit your personal narrative statement to no more than five [5] double-spaced pages.

- Tell us how you arrived at the decision to pursue a career in social work at this time. How do you envision using this degree?
- Our MSW program concentrates on social work practice with vulnerable children, adults and families over the lifespan. Tell us why this emphasis is meaningful to you.
- Describe your experience in interacting with people whose lives, worldviews, beliefs and/or values are different from your own (e.g., age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex and sexual orientation etc.).
- Discuss how you have engaged in activities that further social and economic justice for disenfranchised or oppressed populations, particularly poor or minority children, families or vulnerable populations.
- Identify a personal challenge or adversity that you experienced, how you dealt with the situation, and what you learned from the experience.
- Share your strengths and areas for continued growth in relation to professional development and how our MSW program might contribute to that growth.

ALBANY STATE UNIVERSITY
MASTER OF SOCIAL WORK PROGRAM
INFORMATION REGARDING CRIMINAL BACKGROUNDS

Albany State University's Master of Social Work Program takes seriously the need to protect the public while preparing future social workers to competent and ethical practice. We are committed to assuring that individuals who might pose a threat to any client group or practice setting will be prevented from causing harm. Consequently, all MSW students will be required to submit a Criminal Background Check prior to entering any of their field placements.

As in most States in the country, Georgia state law requires that individuals who have access to children less than 16 years of age, persons with developmental disabilities and vulnerable adults such as older people must disclose criminal background information. Additionally, all state social work licensing boards require that applicants for licensure complete a criminal background check before a license to practice clinical social work can be issued. A history which includes any felony conviction(s) and/or certain misdemeanor violations involving moral turpitude (particularly illegal drug or alcohol use) may result in an inability to obtain a professional social work license for practice.

Please provide details in a letter of explanation for any arrests or convictions; any plea of guilty, nolo contendere, or having been sentenced under the "First Offender Act" for felony, misdemeanor or any offense other than a minor traffic violation. Driving Under the Influence of a Substance (DUI) or Driving While Intoxicated (DWI) are *not* considered to be minor offenses. Students will be required to submit a letter of expungement for any felony or misdemeanor convictions that might prohibit the student's placement in the field before being allowed to begin the field placement.

Please indicate your willingness to adhere to this policy by initialing the following statements:

- _____ I understand that I will be responsible for submitting and paying for a criminal background check as part of of field component of the Master of Social Work Program.
- _____ I understand that if there are currently any pending charges against me in any jurisdiction, this may make me ineligible for continued enrollment in the Albany State University's Master of Social Work Program.
- _____ I understand that should I fail to disclose such pending legal action, I understand that the Master of Social Work Program may be obligated to take immediate action to terminate me from the MSW Program.
- _____ I understand that a history of criminal conviction may negatively impact the ability of MSW Field Program to place me within an agency for the purpose of completing my field education requirements and, hence, the MSW Program.
- _____ I understand that it is my responsibility to disclose information regarding all prior adult convictions and/or criminal penalties to any agency where I may be placed for field education purposes.
- _____ I understand that if I fail to be forthcoming with this information, it may result in dismissal from the agency and disciplinary action by the Master of Social Work Program, including termination from the MSW Program.
- _____ I am aware that a felony and certain misdemeanor history may make me ineligible to become a licensed social worker. (**Note:** Most state professional licensing boards reserve the right to deny any individual a professional license. Please contact the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists at 237 Coliseum Drive, Macon, Georgia 31217-3858 or at (478) 207-2440 for further information.

Additionally, please answer the following questions to identify any areas that may become potential problems in terms of being able to secure the required field malpractice insurance. Some of these questions are obtained from malpractice insurance applications while others are similar to those required on state social work licensing applications. **Before responding, please read each question very carefully.**

1. Have you *ever* (including those as a minor or juvenile) been charged with, or convicted of, a crime(s), either **misdemeanor or felony**, of any kind and, in particular, any involving drug or alcohol use such as a minor in possession of alcohol or drugs or driving under the influence of a substance (DUI), and including minor traffic violations such as speeding or other traffic violations, in any State or Country for which the outcome was not acquittal or dismissal?

Yes _____ No _____

If "yes," please attach a detailed letter regarding the charges or convictions.

2. Do you have *any* misdemeanor or felony charges of any kind (in particular, any involving drug or alcohol use such as a minor in possession of alcohol or drugs, driving under the influence of a substance (DUI), possession of an illegal substance, trafficking in drug sales, etc.), including minor traffic violations such as speeding or other traffic violations, in any State or Country, currently pending against you?

Yes _____ No _____

If "yes," please attach a detailed letter regarding the charges or convictions currently pending against you.

3. Have you ever been required by *any* licensing board or professional ethics body to surrender your license or found you guilty of a violation of ethics codes, professional misconduct, unprofessional conduct, incompetence or negligence in any State or Country?

Yes _____ No _____

If "yes," please attach a detailed letter regarding the violation leading to the surrendering of your license.

4. Are there *any* complaints, charges or investigations pending against you by any licensing board or professional ethics body for violation of ethics codes, professional misconduct, unprofessional conduct, incompetence or negligence in any State or Country?

Yes _____ No _____

If "yes," please provide the details below. You may use another sheet of paper to provide this information, if necessary.)

If "yes," please attach a detailed letter regarding the pending complaints, charges or investigations.

5. Have you *ever* had any insurance company decline, cancel, or refuse to renew or accept only on special terms any professional liability insurance?

Yes _____ No _____

If "yes," please attach a detailed letter regarding the decline, cancellation or refusal to renew or accept only on special terms any professional liability insurance.

6. Has *any* professional liability claim or suit ever been made against you?

Yes _____ No _____

If "yes," please attach a detailed letter regarding the claim or suit made against you.

7. Are there *any* circumstances of which you are aware of that may result in any professional liability claim or suit being made against you?

Yes _____ No _____

If “yes,” please attach a detailed letter regarding these circumstances that may result in any professional liability claim or suit being made against you.

8. Have you *ever* been accused or formally charged with engaging in any form of sexual misconduct with any current or former client, a client’s spouse, or any person with a direct relationship to a current or former client? (“Sexual misconduct” here means any actual or alleged unwanted erotic physical contact or proposal.)

Yes _____ No _____

If “yes,” please attach a detailed letter regarding the accusations or formal charges brought against you regarding any form of sexual misconduct.

I certify that all of the information contained in these application materials is complete and correct. **I understand that any false, misrepresented or missing information may be cause for dismissal from the Master of Social Work Program at Albany State University. Further, in the event that my acceptance into the MSW Program has been granted prior to the discovery of false, misrepresented, or missing information, such discovery can be cause for immediate dismissal from the MSW Program.** I also understand that admission or graduation from the Master of Social Work Program does not guarantee obtaining a license to practice graduate level social work. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of the State Boards regulating professional practice.

The Master of Social Work Program reserves the right to deny admission to any applicant based on the best interest of the profession and the protection of public safety.

[Signature of the Applicant to the Master of Social Work Program]

[Date]

*****DO NOT WRITE BELOW THIS LINE*****

EMOTIONAL AND MENTAL HEALTH CONCERNS

1. Are you currently, or have you ever been, in a Drug and/or Alcohol treatment or Detoxification Unit as a client?

_____ Yes _____ No

If yes, please attach a detailed letter explaining the nature of your admission to drug and/or alcohol treatment, dates of treatment, name and address of the facility, your discharge status (e.g., successful completion, Against Medical Advice, noncompliance, etc.), and the current nature of your chemical usage.

2. Have you ever participated in any type of counseling or psychotherapy?

_____ Yes _____ No

If yes, please attach a letter explaining the nature of your admitting problem and its current status.

3. Have you ever been hospitalized for any type of emotional or mental condition(s)?

_____ Yes _____ No

If yes, please attach a letter explaining the reason for your hospitalization(s), dates, discharge status (e.g., successful completion, Against Medical Advice, noncompliance, etc.) and the current status of your mental or emotional condition.

MSW APPLICANT'S STATEMENT OF UNDERSTANDING

Please indicate your willingness to adhere to MSW Program policies by initialing the following statements:

_____ I understand that the MSW curriculum requires 64 credits (Regular 2 year program) or 41 credits (Advanced Standing) , including a 900 clock hours (450 hours for Advanced Standing) in the field requiring, (approximately 16 hours of field work each semester along with a 1 hour integrative field seminar class each semester).

_____ I understand that I must be a member of the National Association of Social Workers (NASW) when I am accepted into the MSW program and that my membership must be in place prior to entrance into the field placement.

_____ I understand that I must purchase Professional Liability Insurance prior to entering the field placement (which must be done through NASW membership).

_____ I understand that I need to make a formal application to the MSW field program immediately upon admission into the MSW program.

_____ I understand that while every attempt will be made to take into consideration the MSW student's career objectives, strengths, academic needs and preferences for a particular field placement, those preferences or choices may not always be possible for the MSW program to meet.

_____ I understand that I must maintain a grade point average of no less than "B" or a 3.0 grade point average in *every* required class taken in the MSW program and that failure to do so will result in my termination in the MSW program.

_____ I understand that maintaining a grade point average of 3.0 is necessary, but not sufficient, to ensure continued enrollment in a professional graduate social work program. Both professional behavior, adherence to the NASW *Code of Ethics* and scholastic performance comprises the academic standards of the social work profession.

MSW Applicant's Signature

Date

APPLICANT SIGNATURE PAGE

IMPORTANT: Please read and sign the following section. *This application is incomplete unless signed by the Applicant.*

I certify that the information given in this application is complete and accurate. I understand that to make false or fraudulent statements within this application may result in disciplinary action, denial of admission, and invalidation of credits or degrees earned. If admitted, I hereby agree to abide by the policies of the Georgia Board of Regents, the rules and regulations of Albany State University, the policies and procedures of the MSW Program, and the NASW *Code of Ethics*. Should any of the information I have given change prior to or during my entry into the University, I will immediately notify the Admission Committee of the Master of Social Work Program.

Applicant's Signature

Date

It is the policy of the Master of Social Work Program to be in full compliance with all federal and state nondiscrimination and equal opportunity laws, orders and regulations relating to race, gender, religion, physical and mental abilities, age, sexual orientation, and ethnic or national origin. Furthermore, the Master of Social Work Program fully embraces standards set forth by the National Association of Social Workers (NASW) and the Council on Social Work Education (CSWE).

ALBANY STATE UNIVERSITY
ADVANCED CREDIT WAIVER APPROVAL APPLICATION
[Completed by MSW Applicant with a BSW degree from a CSWE-Accredited Program]

MSW Student's Name: _____

RAM ID #: _____

MSW Course at Albany State University				Comparable Course(s) for Which Advanced Credit is Applied						
#	Course #	ASU Course Name	Cr	College/University Where Comparable Course Was Completed	Course #	Course Name	Circle BSW or MSW Course	Cr	Course Completed Within Last 5 Years (Semester/Year)	Grade Earned ("B" or Better Required)
1	SOWK 6011	Achieving Justice in a Diverse World	3				BSW MSW	3		
2	SOWK 6020	Human Behavior/Social Environment	3				BSW MSW	3		
3	SOWK 6021	Direct Practice Methods	3				BSW MSW	3		
4	SOWK 6031	Social Welfare Policies & Programs	3				BSW MSW	3		
5	SOWK 6032	Theory/Practice with Families and Groups	3				BSW MSW	3		
6	SOWK 6033	Theory/Practice with Communities & Organizations	3				BSW MSW	3		
7	SOWK 6041	Research in Social Work	3				BSW MSW	3		
8	SOWK 6055	Foundation Field Experience I	3				BSW MSW	12		
9	SOWK 6051	Foundation Field Seminar I	1				BSW MSW	3		
10	SOWK 6056	Foundation Field Experience II	3				BSW MSW	12		
11	SOWK 6052	Foundation Field Seminar II	1				BSW MSW	3		
12	SOWK	[Foundation Year Elective]	3				BSW MSW	3		

Student Signature: _____

Date: _____

MSW ADVANCED CREDIT VERIFICATION AND APPROVAL FORM

[Completed by MSW Program Director]

MSW Student's Name: _____

RAM ID #: _____

#	MSW Course #	ASU Course Name	Cr	Course #	Course Name	Cr	Course Completed (Semester/Year)	Grade Earned ("B" or Better Required)	Decision (Approved *** Not Approved)	Signature of MSW Program Director/Date
1	SOWK 6011	Achieving Justice in a Diverse World	3							
2	SOWK 6020	Human Behavior/Social Environment	3							
3	SOWK 6021	Direct Practice Methods	3							
4	SOWK 6031	Social Welfare Policies & Programs	3							
5	SOWK 6032	Theory/Practice with Families and Groups	3							
6	SOWK 6033	Theory/Practice with Communities & Organizations	3							
7	SOWK 6041	Research in Social Work	3							
8	SOWK 6055	Foundation Field Experience I	3							
9	SOWK 6051	Foundation Field Seminar I	1							
10	SOWK 6056	Foundation Field Experience II	3							
11	SOWK 6052	Foundation Field Seminar II	1							
12	SOWK	[Foundation Year Elective]	3							