



**Applicant's Name:**  Zoe Reddick

**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:

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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:

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**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.

<b>Course Number</b>	<b>Course Title</b>	<b>Institution</b>	<b>Grade</b>

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

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**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**

<b>State</b>	<b>Licensure or Certificate</b>	<b>Expiration Date</b>

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

<b>Date</b>	<b>Title</b>

**Languages spoken and written and level of fluency**

<b>Language</b>	<b>Level of Fluency</b>

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

<b>Date</b>	<b>Location</b>	<b>Activities</b>

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 1<sup>st</sup> and the admissions process will close on July 31<sup>st</sup>.

**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.



**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 my entry into the University, I will immediately notify the Admission Committee of the Master of Social Work Program.

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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).*

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[MSW Program Director Signature]

[Date]

**Applicant's Name:** \_\_\_\_\_

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- 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**  
**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 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	ASU			BSW MSW	3		
2	SOWK 6020	Human Behavior/Social Environment	3	ASU	3381	Human Behavior/Social Environment	BSW MSW	3		
3	SOWK 6021	Direct Practice Methods	3	ASU	3441	Social Work Practice I	BSW MSW	3		
4	SOWK 6031	Social Welfare Policies & Programs	3	ASU	2211	Social Work Policy	BSW MSW	3		
5	SOWK 6032	Theory/Practice with Families and Groups	3	ASU	3442	Social Work Practice II	BSW MSW	3		
6	SOWK 6033	Theory/Practice with Communities & Organizations	3	ASU	4441	Social Work Practice III	BSW MSW	3		
7	SOWK 6041	Research in Social Work	3	ASU	3444	Social Research	BSW MSW	3		
8	SOWK 6055	Foundation Field Experience I	3	ASU	4472	Field Instruction	BSW MSW	12		
9	SOWK 6051	Foundation Field Seminar I	1	ASU	4470	Field Integrative Seminar	BSW MSW	3		
10	SOWK 6056	Foundation Field Experience II	3	ASU	4472	Field Instruction	BSW MSW	12		
11	SOWK 6052	Foundation Field Seminar II	1	ASU	4470	Field Integrative Seminar	BSW MSW	3		
12	SOWK	[Foundation Year Elective]	3	ASU	3291	Family/Child Welfare Services	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							