

Southern University at New Orleans
School of Social Work
Master of Social Work Degree Program
6400 Press Drive, Room 211 New Science Building
New Orleans, Louisiana 70126
(504) 286-5376 – FAX (504) 286-5387

Dear Applicant:

We welcome your interest in pursuing a degree in the Southern University at New Orleans (SUNO) Master of Social Work Program. The SUNO School of Social Work student body is diverse and is composed of local, regional, international students. For nearly three decades, the School's diverse and highly qualified faculty has provided a transforming professional social work education to current students and graduates. Our graduates are widely recognized for their commitment to promoting the process of social change and social justice and are located in various professional social work settings throughout the United States. The MSW curriculum is challenging and requires evidence of values, ethics, and a commitment congruent with the social work profession.

SCHOOL OF SOCIAL WORK MISSION

The Mission of SUNO School of Social Work is to prepare competent and effective social workers committed to address the strengths and challenges of a diverse population in a changing and evolving global community. Quality educational experiences, undergirded by the School's themes of advocacy, empowerment and transformation, prepare baccalaureate students for agency based generalist practice and master students for agency based advanced social work practice. Such practice is further guided by the School's dedication to critical practice knowledge and skills and the essential values of the profession: service, social and economic justice, the dignity and worth of the individual, and the importance of human relationships.

SCHOOL OF SOCIAL WORK GOALS:

Teaching:

(1) To use learning approaches and prepare students to integrate the values of ethics, knowledge, and skill base of the social work profession with respect for all people aimed toward social change and promotion of social justice.

(2) To anchor social work knowledge in our program's themes of advocacy, empowerment and transformation.

Service:

- (3) To provide leadership to the university, the community and the profession.
- (4) To serve the local, national and international areas by preparing students to fill the dynamic social welfare resource needs for generalist and advanced practitioners.
- (5) To foster the commitment of students and faculty to active involvement in improving the quality of life in the community in which they live.

Scholarship:

- (6) To effectively assist the process of professional development among faculty and students.
- (7) To contribute to the knowledge base of the strengths of diverse client populations.

THE M.S.W. CURRICULUM

The School of Social Work program is NOT an on line program. There are sections of some courses offered on-line. The School of Social Work is committed to advocacy, empowerment and transformation, as both themes and methods which promote the processes of social change and social justice. The themes impose on the curriculum the responsibility for producing graduates committed to the development and implementation of strategies that are directed towards the achievement of cultural action that is liberating and transforming. It is the intention of the curriculum to educate visionaries and social activists, i.e., persons who know and act in contrast to being acted upon. Because the School of Social Work perceives social action to be an essential function of social work, the curriculum focuses on activities and processes at the institutional level as a means of effecting change.

The School of Social Work offers a 60 semester hours for the M.S.W. degree including field practicum experiences. It begins with a generic curriculum drawing from a broad foundation of social science and behavioral theory, social policy planning, research, and evidence-based methodology which provides the necessary knowledge to meet the fundamental needs of individuals, families, small groups, organizations, and communities. The program is designed to build on this generic base of knowledge, allowing students to develop competency in an area of specialization which gives focus to the broader range of alternatives for intervention. Students are required to complete a sequenced set of foundation courses prior to selecting a specific field of practice and intervention mode. The curriculum provides the student with learning experiences to develop competencies organized around a field of concentration in: (1) Health/Mental Health (H/MH), or (2) Children, Youth and Families (CYF) with a practice modality of direct service (DS) or administration, planning, organization (APO).

Admission Information and Application Instructions

ADMISSIONS:

Policies and procedures for MSW Admissions criteria are developed by the Admissions committee and are submitted for approval by the faculty and the Dean. The Chair of the MSW Admissions Committee is responsible for the coordination of the Admissions process ensuring that written policies and procedures are clearly delineated and adhered to accordingly. **The School of Social Work reserves the right to change the content and format of its application without prior notice.**

ADMISSION DEADLINES AND CRITERIA:

Effective Spring 2014

The deadline to submit completed applications is March 31st for the fall semester admission (full time), December 1st for the spring semester admission, and March 31st for summer admission (part time and advanced standing). Full time applicants are accepted only in the fall semester. Part time applicants are accepted in the spring and summer semester. Advanced standing applicants are accepted in the spring and summer. Admission decisions for the M.S.W. program are made by the Admissions Committee and are based on independent evaluations of past academic performance, relevant work and /or volunteer experience, professional references, a personal narrative statement, an in-person written exercise and, if needed, a personal interview. Preference is given to applicants who have received a B.S.W. degree or completed a major in the social sciences within the last six (6) years. Full and part time applicants are notified of the Admissions Committee's decision within 45 days of receipt of their application by the School of Social Work. Advanced standing applicants currently enrolled in a BSW program will be notified of the Admissions Committee's decision based on when we receive the transcript of the final semester of their curriculum.

Criteria for admission to the M.S.W. program are as follows:

- 1. An earned bachelor's degree from an accredited college or university.**
- 2. Nine (9) hours of liberal arts courses, 3 hours in each of the following: Psychology, Sociology and Biology. Each course must have been completed with a "C" Grade or better.**
- 3. An overall undergraduate Grade Point Average of 2.5 on a 4.0 scale.**
- 4. Evidence of writing skills comparable with a graduate level student which is evaluated through the applicant's personal statement and an on campus written exercise.**
- 5. An on-campus written exercise is required.**
- 6. Evidence of the ability to successfully matriculate in graduate education is evaluated through reference letters.**

Applicants meeting all of the above criteria are accepted in the program based on the Plan of Study (Advanced Standing, Full Time or Part Time) as indicated on the application. Applicants applying for Advanced Standing but do not meet the criteria are allowed to select another Plan of Study. Accepted applicants have 7 days from their letter of acceptance notification to inform the committee of their intentions. Each accepted applicant is expected to attend a mandatory MSW Informational Seminar prior to enrollment. Accepted applicants wishing to change their Plan of Study from part time to full time or full time to part time prior to initial enrollment should provide a written request to the Admissions Chair. Once officially enrolled (e. g., tuition and fees are paid) students, in consultations with their advisors, must submit a written request to change their Plan of Study from part time to full time or full time to part time to the Dean, School of Social Work for consideration. Granting a request for a change is based on availability of space in the requested plan of study.

The School of Social Work limits the number of students admitted with a GPA less than 2.5. Accepted applicants with less than a GPA of 2.5 are admitted as probationary students and must follow their specific Plan of Study to remain in the program.

Applicants with graduate degrees must contact the Admissions Committee Chair prior to completion of Admissions process.

Applicants must complete both the Graduate Studies and the School of Social Work applications. The applications' instructions should be followed very carefully to avoid possible delays in processing. It is the applicant's responsibility to make sure that a complete application packet is sent to SUNO-Graduate Studies by the respective deadline. The items listed below should be submitted to Graduate Studies: **A complete application packet includes items a – d. All requested information should be submitted to Graduate Studies.**

- a. **Completed Graduate Studies and the School of Social Work Applications.**
- b. **Transcripts:** One official transcript from each undergraduate and graduate institution attended, including official transcript identifying the awarded degree(s).
- c. **Three Reference letters:** These reference letters must be from college instructors if graduated within the last three years, or a combination of Academic References and/or past or present supervisors from paid and or volunteer experiences. The Committee reserves the right to ask for additional information from the applicant and/or a personal interview. The reference letters must have the signature of the recommender across the sealed flap of the envelope.
- d. **Personal Narrative Statement** requires a minimum of 3 double-spaced typewritten pages addressing all areas identified.
- e. **\$25.00 nonrefundable application fee (cashier checks or money orders only)** payable to Southern University at New Orleans. This fee covers both the Graduate Studies and the School of Social Work applications.

Upon the receipt of items, a-d from Graduate Studies an additional admission criterion is an on campus written statement evaluated by the School of Social Work.

A complete application packet and a \$25.00 application fee must be submitted to:

**Southern University at New Orleans
Graduate Studies – Administration Bldg., #133
6400 Press Drive
New Orleans, LA 70126**

All documents provided for admission belong to the University and cannot be returned to the applicant.

PERSONAL NARRATIVE

Instructions: Each applicant must complete a personal statement of a minimum of 3 page double-spaced paper. This statement should be thoughtfully prepared as it is often used instead of a personal interview. Please make sure your name is on each page of your statement. Your type-written statement should follow the format below and specifically address each of the following areas:

1. After completing the MSW program, explain what is your goal? How do you feel this social work program will assist you in achieving this goal?
2. Describe your experience with diverse populations and groups and how these experiences have contributed to your interest in social work.
3. Describe your relationships with social workers and/or agencies.
4. Have you had paid or voluntary experience with persons who have influenced your decision to become a social worker? If so, explain. If not, explain what has inspired you to become a social worker?
5. Explain what does social justice mean to you? Explain how do you see a social worker involved in social justice?
6. Explain why it is important for social workers to understand the importance of ethics?

PLANS OF STUDY

The School of Social Work M.S.W. program is accredited by the Council on Social Work Education and offers three (3) Plans of Study: Full-time, Part-time, and Advanced Standing. Each plan has a structured curriculum which must be followed. The full-time plan begins in the fall semester only. The part time plans begin in the spring and summer semesters. The advanced standing plan begins in the summer semester only. **The School of Social Work does not grant academic credit for life or work experiences in lieu of Social Work courses or field content.**

ADVANCED STANDING:

In addition to the criteria for admission into the M.S.W. program, an applicant accepted in the Advanced Standing program must have graduated within the last 6 years from a Council on Social Work Education accredited B.S.W. program with a "B" grade or better in all undergraduate social work courses, except SOWK 100: Introduction to Social Welfare, and have an overall 3.0 GPA on a 4.0 scale in all undergraduate work completed. The advanced standing plan is structured to allow students with an accredited B.S.W. degree to complete their course work in three (3) semesters. It provides for the waiver of certain courses for the first semester of the foundation year. Advanced standing students begin their field practicum during the fall semester.

Total semester hours = 36.

FULL-TIME:

The full-time plan consists of a planned, structured curriculum which extends over four semesters. Students enrolled in this plan begin their field internship (16 hrs. per week) during the first semester in the program. Semester hours for full time students vary from 15 credit hours per semester.

Total semester hours = 60.

PART-TIME:

The part-time plan consists of a structured curriculum which permits students to complete their academic requirements in 3 years, (six (6) semesters plus two (2) summers). The foundation year is divided into four (4) semesters plus two (2) summers. During the first two years, students enrolled in this plan register for a minimum of six (6) to nine (9) semester hours which includes a field practicum and seminar. The field practicum require a minimum of 10 hours and begins during the summer of the second year. During the third year (specialization year), students must increase their course load and field practicum hours to meet full -time status. **Total semester hours = 60.**

OTHER MODES OF ADMISSIONS:

TRANSFER APPLICANTS

Transfer applicants are governed by the same application process and submission deadlines as full-time and part-time applicants. The official enrollment period for transfer applicant is based on the availability of certain courses they have not taken. Transfer applicants with prior graduate education in the field of social work are allowed to request a transfer of credits, not to exceed twelve (12) semester hours. Only courses completed at a M.S.W. program accredited by the Council on Social Work Education with a B grade or better will be evaluated. Courses requested for transfer must have been completed within five (5) years prior to the semester for which the applicant is requesting enrollment. In addition to the usual application material, course syllabi, course descriptions and a Statement of Good Standing from the Dean or Program Director you must also complete the transfer credit form located on the MSW application.

RE-ADMIT APPLICANTS

Students who left the program and were not on probation are identified as re-admit applicants and are eligible to apply to return. To be re-admitted within one academic year of their last enrollment, student should submit a letter of intent to the Chair, MSW Admissions. Re-admit applicants in good standing wishing to return later than one academic year must complete a new graduate school and school of social work application by the submission deadline as full-time and part-time applicants.

PREVIOUSLY ACCEPTED APPLICANTS

Accepted applicants' applications are kept on file for one year. Those who wish to enroll within one academic year of their initial acceptance must complete a graduate studies application only. Previously accepted applicants with applications older than one academic year must complete an entirely new application through the normal application process.

International Applicants: See Graduate Studies Requirements

Members of the School of Social Work Admissions Committee appreciate your interest in our Master of Social Work Program. If you have any questions, please call (504) 286-5376 and /or visit our office located on the Park Campus, New Science Building, Room, 211.

Revised-10/2017

**SOUTHERN UNIVERSITY AT NEW ORLEANS
SCHOOL OF SOCIAL WORK
MASTER OF SOCIAL WORK ADMISSION APPLICATION**

The deadline to submit a complete application is: March 31st Fall Semester (full-time), March 31st Summer Semester (part time and advanced standing applicants) and December 1st for the Spring Semester (part time and advanced standing applicants). Applications received after the above date will be kept on file for one year. Applications in excess of one year will require a new and completed application (If the above date falls on a weekend, the deadline changes to 5:00 p.m. the next workday).

PLEASE TYPE OR PRINT IN INK

Please indicate the Plan of Study for which you are applying

Full-Time__ Part-Time__ Advanced Standing__

If readmit, last year (semester & year) attended School of Social Work MSW program _____

Name

Last	First	Middle
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Social Security Number (last 4 #'s) _____

Mailing Address _____

City _____ State _____ Zip Code _____

Home Telephone () _____ Work Telephone () _____

Cell () _____ E-Mail Address: _____

Person to contact in case of emergency _____ Telephone () _____

Which of the Social Work Practice areas are you tentatively interested in pursuing?

- Direct Practice with Individuals, Families and Small Groups
- Macro Practice with Organizations and Communities
- Direct Practice or Macro Practice with Children, Youth and Families
- Direct Practice or Macro Practice in Health/Mental Health
- Undecided

EDUCATION: (Please type or print)

List in chronological order all universities and colleges attended. List your name as recorded on each transcript.

Name of School	Dates Attendance	Date of Degree	Name on Transcript

TRANSFER CREDIT(S): Complete the following for an evaluation of up to 12 hours of transfer credits. Course description, syllabi and Letter of Good Standing from Dean or Program Director required. Only courses completed 5 years prior to the semester of M.S.W. enrollment with a grade of “B” or above will be evaluated.

Name of M.S.W. Program	Course Title	Credit Hours and Grade	Dates of Attendance

EXPERIENCE (Use additional paper if necessary)

Social Work Field Internship:

1. Agency _____
Name Address

Describe duties: _____

2. Agency _____
Name Address

Describe duties: _____

Paid Social Work Experience (Use additional paper if needed)

1. Organization _____
Name Address

Job Title: _____ Length of Employment _____ from ____/____ to ____/____

Describe duties: _____

2. Organization _____
Name Address

Job Title: _____ Length of Employment _____ from ____/____ to ____/____

Describe Duties: _____

Volunteer Experience (Use additional paper if needed)

1. Organization _____
Name Address

Number of hours per week ____ Length of Volunteer Experience _____ from ____/____ to ____/____

Describe Duties: _____

General Employment (Other than Social Work):

1. Organization _____
Name Address

Job Title: _____ Length of Employment _____ from ____/____ to ____/____

Describe Duties: _____

2. Organization _____
Name Address

Job Title: _____ Length of Employment _____ from ____/____ to ____/____

Describe Duties: _____

The following information is optional and is used by identifying and reporting admission trends.

AGE

___ 25 yrs. & under
___ 26 – 30 yrs.

___ 31-40 yrs.
___ 41yrs. & over

GENDER

___ Male
___ Female

CITIZENSHIP

Citizen of the U.S. Yes ___ No ___
If no, Citizen of _____

ETHNICITY

___ African American

___ White (non-Hispanic)

___ Chicano/Mexican American

___ Puerto Rican

___ Other Latino/Hispanic

___ American Indian/Native American

___ Asian American/Other Asian

___ Pacific Islander

___ Other

___ Multiple Race/Ethnicity

MILITARY/VETERAN STATUS: Are you a veteran? _____ Yes _____ No

I certify that the answers I have given to each and all of the foregoing questions are true to the best of my knowledge. I know that falsification of any information on this form will subject me to dismissal from the School of Social Work. I further certify that I have read and understand the instructions for the completion of this application.

Date _____ Signature _____

A NON-REFUNDABLE application Fee of \$25.00 should accompany the application.
Cashier Checks or Money Orders (NO CASH)

Return your complete application and application fee to:

Southern University at New Orleans
Graduate Studies – Administration Bldg. #133
6400 Press Drive
New Orleans, LA 70126

PLEASE NOTE: The Southern University Board of Supervisors in compliance with Title VI of the Civil Rights Act of 1964 of the Education Act of 1972 reaffirms its present policy that all Southern University at New Orleans admissions criteria, services, programs and employment under the legal control of Board shall be maintained on a non-discriminatory basis, without regard to sex, race, color, creed, disability or ethnic background at all times.

Revised: 10/2017

SOUTHERN UNIVERSITY AT NEW ORLEANS
SCHOOL OF SOCIAL WORK
REFERENCE LETTER (3 are required, please duplicate)

Applicant Name (please print) _____

To the Applicant: This recommendation will be used only for admission consideration. In compliance with the 1974 Family Educational Rights and Privacy Act, only if you are admitted to the Master of Social Work program will you be accorded access to its contents unless you voluntarily waive your right of access. Please check one of the boxes and sign the statement below.

I have read the information above and I hereby waive { }, do not waive my { } right of access to this document should I be admitted to the Master of Social Work program.

Signature _____ Date _____

To the Recommender: The above named person is applying for admission to our Master of Social Work Program. This involves not only an intensive program of graduate study, but commitment to a professional career of serious ethical responsibility. The ability to think clearly and to communicate effectively are vital qualifications. Motivation to enter the field of social work should include an awareness of social justice and equality for people in general and oppressed and vulnerable populations in particular. In addition, adaptability, sound judgment, insight, creativity, maturity and integrity are important personal and professional qualities. Your information will be helpful to us in evaluating this applicant's qualifications and readiness to enter a professional program. Only professional/academic references demonstrating the applicant's professional and or academic capacity to successfully complete a graduate education will be accepted. Mailing Address: Southern University at New Orleans, The Graduate Studies Program, Administration Building, Rm. 133, 6400 Press Drive, New Orleans, LA 70126 **PLEASE SIGN ACROSS THE SEALED FLAP OF THE ENVELOPE.**

Thank you for your time and assistance in this important process.

Address the following in your recommendation letter:

1. How long have you known this applicant?
2. In what professional/academic capacity have you known the applicant?
3. What do you consider as the applicant's strengths as a candidate for professional social work education?
4. Do you believe this applicant can deal with the normal stresses of graduate school?
5. Does the applicant have the ability to conceptualize and organize ideas in writing as well as express ideas and feelings verbally?
6. Is the applicant dependable and adaptable?
7. Does the applicant have the ability to think critically?
8. What have you observed about the applicant's level of honesty and integrity?

Signature of Recommender _____ Date _____

Name (Please print) _____

Title _____ Employer _____

Business Address & Phone # _____

THIS FORM MUST BE ATTACHED TO THE RECOMMENDATION LETTER