



SCHOOL OF SOCIAL WORK
Master of Social Work Degree Program
6801 Press Drive • New Orleans, Louisiana 70126
Main (504) 286-5376 • Fax (504) 286-5387

ADMISSION INFORMATION AND APPLICATION INSTRUCTIONS

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 as well as those from across the United States. 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.

THE M.S.W. CURRICULUM

The School of Social Work program is NOT an online 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 63 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).

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 and/or admission policies without prior notice.**

ADMISSION DEADLINES AND CRITERIA

The School of Social Work has a rolling deadline which ends July 1st for the fall semester admission and December 1st for the Spring Semester. Early review is given to applications received by February 15th for the fall semester (full and part time) and summer (Advanced Standing only) and received by September 15th for the spring semester (Advanced Standing and part time). Applications received after the deadlines will be considered as resources and space permit. Policy changes adopted by faculty Fall 2009.

Admission decisions for the M.S.W. program are made by the Admissions Committee and are based on independent faculty evaluations of past academic performance, relevant work and /or volunteer experience, professional references, a personal narrative statement 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. Applicants are notified of the Admissions Committee's decision. Criteria for admission to the M.S.W. program are as follows:

- 1. An earned bachelor's degree from an accredited college or university. The degree must be awarded prior to semester of enrollment.**
- 2. Nine (9) hours of liberal arts courses: Introduction to Psychology, Introduction to Sociology and an Introduction to Biology or General Biology. All core course prerequisites must be 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.**
- 5. Written evidence of a congruent commitment to the social work profession's values and ethics.**

Applicants meeting each requirement are accepted into the program as identified on the application except those who apply and do not meet Advanced Standing Criteria. Applicants not meeting Advanced Standing requirements are notified and allowed to select another plan of study. Accepted applicants have 14 days to inform the committee of their intentions. Each accepted applicant is expected to attend or be excused from a mandatory MSW Informational Seminar prior to enrollment. Accepted applicants are also notified of the time and place of the MSW Informational Session. Applicants lacking pre-requisites are notified accordingly. Applicants wishing to change their plan of study prior to initial enrollment should provide a written request to the Admissions Committee. Once officially enrolled (i.e., tuition and fees are paid) students, in consultations with their advisors, must submit a written request to change their plan of study 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. If admitted, these students are admitted as probationary students and must follow the specific plan to remain in the program.

Applicants who have graduate degrees must contact Admissions Chair.

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 deadlines.** The items listed below should be Submitted to Graduate Studies:

a. Completed Graduate Studies and the School of Social Work Applications.

b. \$25.00 nonrefundable application fee (checks or money orders payable to Southern University at New Orleans, no cash). This fee covers both the Graduate Studies and the School of Social Work applications.

c. THREE COMPLETED REFERENCE FORMS. Two of the references 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 in addition to the written explanation. Reference forms must be mailed directly to Graduate Studies with the signature of the recommender across the sealed flap.

d. Personal Narrative Statement requires a minimum of 3 double-spaced typewritten pages addressing the areas identified.

e. Transcripts: One official transcript from each undergraduate and graduate institution attended. Transcripts are only official when sent directly from the registrar of the institution to the SUNO, Graduate Studies.

A complete application packet and a \$25.00 application fee must be submitted to: Southern University at New Orleans.

**Graduate Studies – Administration Bldg., #309
6400 Press Drive
New Orleans, LA 70126**

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

PERSONAL STATEMENT

Instructions: Each applicant **must** complete a of 3 to 4 page, double-spaced statement. 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 the following areas:

- 1) **Significant Relationships:** Discuss the significant relationships with social workers or other persons and paid or voluntary experiences that have influenced your decision to seek a social work career.
- 2) **Cultural, racial/ethnic, religious or other characteristics of diversity that is different from your own:** Describe your experiences with diverse populations and groups and how these experiences have contributed to your interest in social work.
- 3) **Personal Strengths:** Discuss your strengths that will enhance your skills as a professional social worker and those areas that you would like to improve.
- 4) **Professional Readiness:** Discuss how your personal values and, knowledge of social issues prepare you to pursue an MSW degree at this time.
- 5) **Professional Goals:** Discuss your professional goals as they relate to your understanding of the social work profession.
- 6) **Ethical Considerations:**

Heinz's wife is dying. The druggist has invented a pill that can cure her. Heinz has tried to raise the money to buy it, but it is very expensive and the druggist won't lower the cost. Heinz breaks in and steals the medicine that will cure her. Was this an ethical, moral act? Why or why not?

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** only and the part-time plan begins in the **spring or fall semesters**. The advanced standing plan begins in the **spring or summer** semester. **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 minimum criteria for admission into the M.S.W. program, for the Advanced Standing program, an applicant must have graduated within the last 6 years from a Council on Social Work accredited undergraduate social work degree program 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 undergraduate social work degree to complete their course work in three (3) semesters. It provides for the waiver of all but two (2) courses of the first semester of the foundation year. Advanced standing students begin their field practicum during the fall semester. A "C" in one core Social Work course (HBSE, Policy, Methods, Research, Field) is acceptable at the time of admission. However, the "C" must be removed before graduation by taking the respective course in the Southern University at New Orleans MSW Program. Total semester hours = 37.

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. Field internship hours increase the last year. Semester hours for full time students vary from 14 – 17 credit hours per semester. Total semester hours = 63.

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 afield practicum with a minimum of ten (10) hours per week. The field practicum begins during the summer of the first 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 = 63.

OTHER MODES OF ADMISSIONS

TRANSFER APPLICANTS

Transfer applicants are governed by the same application process and submission deadlines as other applicants. The official enrollment period for transfer applicant is based on the availability of certain course 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 must be submitted on the enclosed form.

RE-ENTRY APPLICANTS

Applications are held for one year for those applicants admitted to the School of Social Work. If student is out for one semester, a letter should be sent to the Admissions chair stating the applicant's interest in returning the following semester. Applicants in good standing who return later than one academic year must re-apply to both Graduate Studies and the School of Social and pay the appropriate fees.

International Applicants: See Graduate Studies Requirements

We 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 North Campus Building 33A.

The Admissions Committee

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) Teaching is also designed 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.

Mission and Goals adopted by faculty Fall2009



**SOUTHERN UNIVERSITY
NEW ORLEANS**

**SCHOOL OF SOCIAL WORK
MASTER OF SOCIAL WORK ADMISSION APPLICATION**

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The School of Social Work MSW program is NOT an on-line program. We have sections of some courses that are on line.

PLEASE TYPE OR PRINT IN INK

Applicants must enroll and follow one of three structured plans. Please indicate the plan for which you are applying:

Full-Time Part-Time Advanced Standing

Name _____
Last First Middle

Re-entry Student: Last year attended SUNO School of Social Work Program: Semester _____ Year _____

Name used when last attended: _____
Last First Middle

Social Security Number (last 4 only) _____

Mailing Address _____

City _____ State _____ Zip Code _____

Home Telephone () _____ Work Telephone () _____

Cell () _____ E-Mail Address _____

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

Are there any special Accommodations? Yes _____ No _____ If yes, please contact the University's Disabled Students Organization (DSO). _____

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

- Direct Practice with Children, Youth and Families
- Administration, Planning and Organizing with Children, Youth and Families
- Direct Practice in Health/Mental Health
- Administration, Planning and Organizing in Health/Mental Health
- Undecided

2. Organization _____
Name Address

Job Title: _____ Length of Employment _____ From ____/____/____ To ____/____/____

Describe Duties: _____

Military/Veteran Status: Are you a veteran? _____ Yes _____ No

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

AGE GENDER CITIZENSHIP
____ 25 yrs & under ____ 31 - 40 yrs ____ Male Citizen of the U.S. Yes ____ No ____
____ 26 - 30 yrs ____ 41 yrs & over ____ Female If no, Citizen of _____

ETHNICITY

____ African American/Other Black ____ 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

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.
Checks or Money Orders (NO CASH)**

**Return your complete application and application fee:
Southern University at New Orleans
Graduate Studies – Administration Bldg. #309
6400 Press Drive
New Orleans, Louisiana 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.

SOUTHERN UNIVERSITY AT NEW ORLEANS
SCHOOL OF SOCIAL WORK
REFERENCE FORM (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. We ask you to be candid in your answers to the questions on both sides of the form. Your information will be helpful to us in evaluating this applicant's qualifications and readiness to enter a professional program. **SEND THE SIGNED COMPLETED FORM TO SUNO, THE GRADUATE STUDIES PROGRAM, ADMINISTRATION BUILDING, ROOM 309., 6400 PRESS DRIVE, NEW ORLEANS, LA 70126. PLEASE SIGN ACROSS THE SEALED FLAP OF THE ENVELOP.** Thank you for your time and assistance in this important process.

1. How long have you known this applicant? _____

2. In what capacity have you known the applicant? _____

3. Please give your impressions of the applicant in the following areas.

	4 Out- standing	3 Above Average	2 Average	1 Below Average	0 Unable to Judge
a) Ability to conceptualize and organize ideas in writing					
b) Ability to express ideas and feelings verbally.....					
c) Concern about social injustice and its resolution...					
d) Honesty and Integrity.....					
e) Intellectual capacity.....					
f) Judgment in decision making.....					
g) Level of maturity.....					
h) Performance under stress.....					
i) Quality of relationships with people.....					
j) Respect for differences among people.....					
k) Sensitivity to needs and feelings of others.....					
l) Dependability.....					
m) Self-Motivation.....					
n) Professional Readiness.....					
o) Ability to Think Critically.....					
p) Adaptability.....					

4. What do you consider as the applicant's major strengths as a candidate for professional social work education?

5. Do you have any reservations regarding the applicant's ability to successfully complete a professional social work education? _____ Yes _____ No If yes, please discuss.

6. Additional Comments:

Overall Evaluation:

- _____ Highly recommend this applicant for admission without reservation
- _____ Recommend this applicant for admission
- _____ Recommend this applicant for admission with reservations as indicated above
- _____ Do Not Recommend this applicant for admission

Signature of Recommender _____ Date _____ / _____

Name (please print)

Title _____ Employer _____

Business Address & Phone _____

**PLEASE SIGN ACROSS THE SEALED ENVELOPE FLAP AND RETURN TO: SUNO - GRADUATE STUDIES
ADMINISTRATION BUILDING, ROOM 309, 6400 PRESS DRIVE, NEW ORLEANS, LA 70126.**

FACULTY EVALUATION FORM

Name of Applicant _____

Date Evaluated _____ Evaluator _____

A. Please evaluate the applicant's personal statement, references, using the following scale. (Do not make Intermediate ratings, e.g., 1.5) Please total your rating.

5	4	3	2	1	0
Superior (Outstanding)	above Average	Average	Minimally Accepted	Unacceptable	Information Not Available

_____ Ability to communicate effectively in writing

_____ Professional Goals

_____ Evaluation of personal references

_____ Personal Strengths and Needs

_____ Professional Readiness

_____ Ethical Decision-making

_____ TOTAL SCORE (You should not average your score).

B. Please check one of the following to indicate your overall assessment of the applicant's personal, professional and academic readiness.

___ Superior ___ Above Average ___ Average ___ Minimally Accepted ___ Unacceptable

C. **RECOMMENDATION**

_____ ACCEPT

_____ REJECT (SPECIFY REASON IN COMMENTS SECTION)

_____ DEFER JUDGMENT (SPECIFY REASON IN COMMENT SECTION)

_____ INTERVIEW APPLICANT (SPECIFY PURPOSE IN COMMENT SECTION)

COMMENTS: _____

