



College of Educational, Professional and Graduate Studies

SCHOOL OF SOCIAL WORK

Dear Prospective Student:

Thank you for inquiring about the Master of Social Work Program (MSW) at Grambling State University, and for your interest in the profession of social work. Please be informed that the MSW program is accredited by the Council on Social Work Education, and offers a program of study leading to a Master of Social Work Degree.

Please find enclosed an application and supporting documents for your information and review. Observe that the application for admission requires two separate applications, one to graduate studies (Contact information: 318-274-2158, Adams Hall Room 206), and one to the School of Social Work MSW Program (Contact person: Dorrice Baker at 318-274-3304, Adams Hall Room 311).

Please let us know if we may be of further assistance to you.

Sincerely yours,

Jacqueline Garrison

**Jacqueline Garrison, DSW, LMSW
Associate Dean and Asst. Professor**



College of Educational, Professional and Graduate Studies

SCHOOL OF SOCIAL WORK

GSU Box 4274
Grambling, LA 71245

Dr. Elise Reed, Director of MSW Program
Contact Number: 318-274-3164

Email: reedel@gram.edu

Ms. Dorrice Baker, Administrative Assistant
Contact Number: 318-274-3304/fax 318-274-3254

Email: bakerd@gram.edu
socialwork@gram.edu

SOCIAL WORK AT A GLANCE

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

ADVANCED STANDING:

Applicants who have received a baccalaureate degree in Social Work within the past 6 years from an undergraduate Social Work Program accredited by the Council of Social Work Education and a 3.3 or better overall grade point average. A GRE Score, attend Summer Session I & II, and attend full-time for two semesters. All applicants must be interviewed by faculty members.

WAIVER

Academic credit is not awarded for life experience or previous work experience..

TRANSFER:

Graduate credits from an accredited CSWE program earned less than six years before application, may be accepted by Grambling for credit toward the degree if they are courses containing the same content as courses required by GSU Master's program. Grambling cannot accept more

than one third (1/3) of the credit hours needed to complete the program and a grade of “B” or better must be made for the course to be acceptable.

PART-TIME

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

The above requirements do not apply to non-degree seeking and special students. They are handled on an individual basis.

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

GRAMBLING STATE UNIVERSITY
College of Professional Studies
School of Social Work
403 Main Street GSU Box 4274
Grambling, Louisiana 71245
socialwork@gram.edu



Attention: Ms. Dorrice Baker
Telephone: 318.274.3304 - Fax: 318.274.3254
Email: bakerd@gram.edu
Dr. Elise Reed, Director of MSW Program
Contact Number: 318.274.3164
Email: reedel@gram.edu

General Admission Information

DEADLINE: The deadline for the submission of admission packets for those applying for the advanced standing, two-year or part-time program is

March 1st. The School reserves the right to consider application packets received after this date depending on the availability of space only. Application packets received on or before March 1st will receive priority.

You will only be considered for admission in the School of Social Work *after* you are admitted to Graduate Studies.

Admission to the School of Graduate Studies does not guarantee admission to the School of Social Work. Please address all calls regarding Graduate Studies to (318) 274-2158. All applications, references, and money orders should be mailed to the School of Graduate Studies, the address is located on the application.

It is the applicants' responsibility to complete the application process which must include the following items.

1. **Completed application for admission to the School of Graduate Studies (Contact Ms. Kelly at 318.274.2158 - Location: Charles P. Adams – Room 206).**
2. **Completed application for admission to the School of Social Work.**
3. **Completed application for Social Work Field Education.**
4. **Official Transcripts from each school or university attended.
(Currently enrolled students must submit an official transcript upon graduation)
Transcripts must be submitted to both Social Work and Graduate Studies.**
5. **Three Letters of References (to both Graduate Studies and Social Work)**
6. **Autobiographical Statement (Typed - Double Spaced 500-600 Words)**
7. **GRE Scores (taken within the past five years)**
8. **Personal interview with faculty of Social Work.**

Completed applications can be emailed to socialwork@gram.edu



COLLEGE OF PROFESSIONAL STUDIES

SCHOOL OF SOCIAL WORK

GSU BOX 4274

GRAMBLING, LA 71245

ADMISSIONS APPLICATION

Master of Social Work Program

Contact Information

Dr. Elise Reed, LCSW – Director of MSW Program

Contact Number: 318-274-3164 - email address: reedel@gram.edu

Dr. Gayberyl Wesley – Admissions Coordinator

Contact Number: 318-274-3166 - email address: wesleyg@gram.edu

Mr. Xavier Henson, LMSW – Admissions Coordinator

Contact Number: 318-274-3306 - email address: hensonx@gram.edu

Ms. Dorrice Baker, Administrative Assistant – Office of the Dean/MSW Program

Contact Number: 318-274-3304 – Email Address: bakerd@gram.edu

Dr. Jacqueline Garrison, DSW, LMSW

Associate Dean, School of Social Work

Contact Number: 318-274-3300 - email address: garrisonj@gram.edu

socialwork@gram.edu

DEADLINE FOR SUBMISSION OF APPLICATION

MARCH 1st.

APPLICANT'S FULL NAME _____
Last First Middle

SOCIAL SEC. # ____/____/____ DOB: ____/____/____ E-MAIL _____

CURRENT ADDRESS _____
Street/P.O. Box City State Zip Code

HOME PHONE () _____ WORK PHONE () _____

PERMANENT ADDRESS _____
Street/P.O. Box City State Zip Code

APPLICATION CATEGORY

DIRECT PRACTICE CONCENTRATION - (Check one program ONLY)

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

☐ **Advanced Standing** (BSW's Degree Only)

☐ **Full-Time** Program

☐ **Part-Time** Program

ETHNICITY (Optional)

Sex: Female ____ Male ____ African American ____ Caucasian ____ Hispanic ____ Native American ____ Asian ____
Other (Specify) ____

IN CASE OF EMERGENCY, please notify

Emergency # () _____
Name Relationship

Emergency Address _____

MEDICAL INFORMATION

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

EDUCATIONAL BACKGROUND

Have you requested an official college transcript be sent to Grambling School of Social Work?

Yes ____

No ____

Are you a graduate from an accredited Undergraduate Social Work Program?

Yes ____

No ____

Have you taken the Graduate Records Examination (GRE)? Yes ____ No ____

(Enrollment in the M.S.W. Program depends on acceptance by the School of Graduate Studies as well as the School of Social Work)

COLLEGES AND UNIVERSITIES

Institution/Location	Dates of Attendance	Degree	Major(s)

REFERENCES: Ask three people who have recent knowledge of your qualifications to write recommendations on your behalf, using the forms provided as a guide for a **separate letter to the School of Graduate Studies and Research**. Two of the three references should be professional or academic in nature. Please list the names and addresses of your references. These references should be mailed directly from the sources to the address listed.

Name	Position	Address

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EMPLOYMENT HISTORY (Begin with most recent employment)

Employer	Position	From/To	Supervisor

Attach a list of other experiences not related to above on a separate sheet of paper.

**Have you been convicted of a felony upon a plea or verdict of guilty or following a
*plea of nolo contendere?***

Yes ____ No ____

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

Within the past five (5) years, have you habitually used or been diagnosed as addicted to drugs or alcohol?

Yes ____ No ____

If yes, please explain:

FIELD PLACEMENT

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

Yes ____ No ____

If the answer is no, how do you plan to get to your field instruction placement?

How did you become interested in the M.S.W. Program at Grambling State University?

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

Applicant's Signature _____

**ALL INFORMATION CONTAINED IN THIS APPLICATION WILL BE KEPT
CONFIDENTIAL**

*******An Application that has not been signed and dated will not be processed *******

For additional information, please visit the Website at www.gram.edu and click on academic programs.

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

Applications can be emailed to socialwork@gram.edu

SCHOOL OF SOCIAL WORK AUTOBIOGRAPHICAL STATEMENT

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

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



**FIELD INSTRUCTIONAL
S.W.K. 512, 522, 633 & 638**

Students are required to complete a minimum of 900 clock hours of field instruction which consists of two (2) days per week, eight (8) hours per day for four (4) semesters. Field practicum must take place at a pre-approved site; examples of which include health care facilities, mental health facilities or other social service agencies. Each semester a minimum of 225 clock hours must be completed. Field Instructors for the field practicum will be social work practitioners who have met pre-established criteria and work in various North and Central Louisiana agencies. Each field practicum assignment is for two (2) consecutive semesters. A mandatory monthly field seminar is required for advanced (second year) students.

Because of the geographic area of north central Louisiana, students may be required to commute an hour one way to a field placement. It is the responsibility of the student to make transportation arrangements to their field practicum agencies. It is also the responsibility of the student to have chosen 3 sites as documented in their field application, which they have visited and acquired permission to use, as a field practicum agency. The school is not responsible for any expenses they may occur due to traveling to and from field practicum placement. Attempts will be made to place students in close proximity to their home base without compromising placements. A Field practicum is permitted in one's place of employment upon approval from the Field Director.

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

Professor Cassandra Peoples, Field Education Director
Contact Number: 318.274.2373 – Fax Number: 318.274.3254
Email Address: peoplesc@gram.edu

**Grambling State University
College of Professional Studies
School of Social Work
Field Education**

**MSW
STUDENT APPLICATION FOR INTERNSHIP**

Section I: Identifying Information

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

Section II: Status of Student (Check all that Apply)

☐ Full-Time	☐ Part-Time	☐ Foundation Year (1 st Year)	☐ Direct Practice (2 nd Year)
Do you have an undergraduate degree in social work? ☐ Yes ☐ No			
If yes, where did you receive your undergraduate degree?			
If your degree is not in social work, in what area did you receive your bachelor's degree?			

Section III (Part I): Social Work Interest (New Foundation Year Students Only)

Name: _____

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

Please rank order the following areas by placing a numerical number beside all areas of practice you are interested in gaining more exposure during your internship.

Psychiatric: In-patient [] Out-patient []	School Social Work []	Child Welfare []
Counseling []	Corrections/Offender Reentry []	Geriatrics []
Crisis Intervention []	Veterans Services []	HIV/AIDS []
Homeless Services []	Substance Abuse/Addictions []	Medical Social Work []
Hospice/Home Health []	Family & Children's Srvcs. []	Community Organization []
Sexual Offenders []	Supervision and Admin. []	Work with Disabled and Spec. Pop. []
Other (Please Specify):		

Place an "X" beside the skills that you would like to develop or experiences you would like to have exposure during your field practicum (Check all that apply). Note: Checking an area(s) does not guarantee a placement as requested.

Generalist Practice Assessments []	Treatment Planning []	Individual Counseling []
Case Management []	Crisis Intervention and Information and Referral Services []	Child Welfare Services []
Mental Health Assessments []	Group Counseling []	Human Services Admin. & Supervision []
Community Resource Development []	Grant Writing []	Program Development []
Program Evaluation []	Work with Diverse Client Populations []	Legal Issues/Courts []
End of Life Care Issues []	Public Speaking []	Work with Physically & Mentally Challenged Individuals []
Work with Sexual Offenders []	Community Organization []	Health Disparities []
Other (Please Specify):		

Rank the populations in order from 1-4 (1 being your most desired [population] to indicate your interest.

Children []	Adolescents []	Adults []	Older adults over 65 yrs. []
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Name:

Section IV: Miscellaneous Information

Requested Information

Yes

No

Do you speak a second language?

If yes, what language/s?

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

Will you be dependent on someone else for transportation?

☐ Yes ☐ No ☐

Have not worked out transportation plans ☐ (Please clarify)

Do you have a current employer?

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

What is your work schedule? (Indicate time and days of week)

How will your work schedule affect your field hours (2 days each week, 16 hours each week and a minimum of 225 hours each semester)?

How will you coordinate your field and work schedule?

Please list any licenses or certifications that you have or specialized social work related “training” you have completed.

Acceptable geographic location(s) for placement:

Grambling/ Ruston [] Monroe [] Shreveport []

Natchitoches [] Alexandria [] Open []

Other (Specify):

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

If yes, please explain.

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

What are your strengths?

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

On a scale of 1 – 10 (10 = excellent and 1 = poor) how would rate yourself in the following areas?

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

STUDENT'S SELECTION OF FIELD AGENCIES FOR INTERVIEWS

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

Agency # 1:

Name of Agency:	Contact Person:
Address:	Phone Number:
Current Agency: ☐ Yes ☐ No	

Agency # 3:

Name of Agency:	Contact Person:
Address:	Phone Number:
Current Agency: ☐ Yes ☐ No	

Agency # 3:

Name of Agency:	Contact Person:
Address:	Phone Number:
Current Agency: ☐ Yes ☐ No	

CONFIRMATION OF FIELD AGENCY FOR ACADEMIC YEAR 20 ____

Student:	New Student ☐ Direct Practice ☐
Contact Phone No.	Email Address:

Completion of this form confirms that the above student has accepted a placement at the following agency for academic year.

The field agency and student understand that the Field Education Office cannot officially authorize a placement until all required documents are submitted to the Field Education Office. The agency also understands that the assigned field instructor must attend a mandatory field instructor meeting TBA or alternate arrangements must be discussed with the Director of Field Education.

Agency's Authorized Official's Signature: _____

Date: _____

Student: _____ Date: _____

GRAMBLING STATE UNIVERSITY
SCHOOL OF SOCIAL WORK
Attention: Social Work Admission Office
GSU Box 4274
Grambling, Louisiana 71245

GUIDE FOR REFERENCE LETTER

TO THE APPLICANT: This form is to be given to **professors or professionals** who are able to comment on your potential for graduate study in social work. For the convenience of the person writing the reference letter, you should provide a stamped envelope addressed to the School of Graduate Studies and Research with an additional copy to the School of Social Work (address listed above).

YOUR SIGNATURE IS REQUIRED ON THIS FORM.

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

_____ I waive my right to review this recommendation.

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

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

Reference Name & Position: _____

Agency Name & Address: _____

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

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

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

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

**GRAMBLING STATE UNIVERSITY
SCHOOL OF SOCIAL WORK**

Attention: Social Work Admission Office
GSU Box 4274
Grambling, Louisiana 71245

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**GRAMBLING STATE UNIVERSITY
SCHOOL OF SOCIAL WORK**

Attention: Social Work Admission Office
GSU Box 4274
Grambling, Louisiana 71245

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- j) Oral skills
- k) Written skills
- l) Strengths and Weakness

MASTER DEGREE PROGRAM
Plan of Study
Regular Advanced Standing Student

Requirement for MSW Students

Summer Transitional Semester

Course	Hrs.	Grade	Semester
SWK 500 Writing Seminar for Prof. Social Workers	3		
SWK 602 Research & Data Analysis	3		
SWK 606 Seminar: His/Fields – Practice	3		
Total	9		

Fall Semester	Spring Semester
Second Year	

Course	Hrs.	Grade	Semester		Course	Hrs.	Grade	Semester
SWK 629 Advance Research (Thesis or non-thesis option)	3				SWK 637 Direct Practice II	3		
SWK 631 Direct Practice I	3				SWK 638 Direct Practice Field Education II	3		
SWK 633 Direct Practice Field Education I	3				Social Work Elective	3		
SWK 655 Advanced Social Welfare Policy and Services	3				Social Work Elective	3		
Elective	3				Social Work Elective	3		
Total	15				Total	15		

MASTER DEGREE PROGRAM
Plan of Study
Regular Two-Year Student
REQUIREMENTS FOR MSW STUDENTS

Summer Transitional Semester

Course	Hrs.	Grade	Semester
SWK 500 Writing Seminar for Prof. Social Workers	3		

Fall Semester	Spring Semester
---------------	-----------------

Course	Hrs.	Grade	Semester		Course	Hrs.	Grade	Semester
SWK501 Human Behavior and the Social Environment I (HBSE I)	3				SWK520 Social Work Practice II	3		
SWK502 Social Welfare Policy and Services I	3				SWK521 Human Behavior and the Social Environment II	3		
SWK503 Social Work Practice I	3				SWK522 Foundation Field Education II	3		
SWK512 Foundation Field Education I	3				SWK532 Social Welfare Policy and Services	3		
SWK 530 Research Methods	3				SWK560 Statistics	3		
Total	15				Total	15		

Course	Hrs.	Grade	Sem		Course	Hrs.	Grade	Sem
SWK629 Advanced Research (Thesis or non thesis option)	3				SWK 637 Direct Practice II	3		
SWK631 Direct Practice I	3				SWK 638 Direct Practice Field Education II	3		
SWK633 Direct Practice Field Education I	3				Social Work Elective	3		
SWK655 Advanced Social Welfare Policy and Services	3				Social Work Elective	3		

Elective	3				Social Work Elective	3		
Total	15				Total	15		

College of Educational, Professional and Graduate Studies
School of Social Work | MASTER DEGREE PROGRAM
Plan of Study | Part-Time Program
Requirement for MSW Students

SUMMER

COURSE	HOURS	GRADE	SEMESTER
SWK 500 Writing Seminar for Professional Social Workers	3	_____	_____
TOTAL	3		

FIRST YEAR

FALL SEMESTER

SPRING SEMESTER

COURSE	HOURS	GRADE	SEMESTER	COURSE	HOURS	GRADE	SEMESTER
SWK 501 Human Behavior 3 & the Soc. Environment I	_____	_____		SWK 520 Soc. Work Practice II	3	_____	_____
SWK 502 Soc. Welfare Policy & Services I	3	_____	_____	SWK 521 Human Behavior & the Social Environment II	3	_____	_____
SWK 503 Social Work Practice I	3	_____	_____				
TOTAL	9			TOTAL	6		

SECOND YEAR

COURSE	HOURS	GRADE	SEMESTER	COURSE	HOURS	GRADE	SEMESTER
SWK 512 Foundation Field I	3	_____	_____	SWK 522 Foundation Field Ed. II	3	_____	_____
SWK 530 Research Methods	3	_____	_____	SWK 532 Social Welfare Policy & Services II	3	_____	_____
				SWK 560 Statistics	3	_____	_____
TOTAL	6			TOTAL	9		

THIRD YEAR

COURSE	HOURS	GRADE	SEMESTER	COURSE	HOURS	GRADE	SEMESTER
SWK 629 Advanced Research	3	_____	_____	SWK 637 Direct Practice II 3	_____	_____	_____
SWK 631 Direct Practice I	3	_____	_____	Social Work Elective	3	_____	_____
SWK 655 Advanced Social 3 Welfare	_____	_____					
TOTAL	9			TOTAL	6		

FOURTH YEAR

COURSE	HOURS	GRADE	SEMESTER	COURSE	HOURS	GRADE	SEMESTER
SWK 633 Direct Practice Field I	3	_____	_____	SWK 638 Direct Practice Field II	3	_____	_____

Social Work Elective	3	_____	_____	Social Work Electives	3	_____	_____

				Social Work Electives	3	_____	_____
TOTAL	6		_____	TOTAL	9		