

CHICAGO STATE UNIVERSITY

**Department of Social Work**  
**Master of Social Work Program**

*Accredited by the Council on Social Work Education (CSWE)*

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**SUPPLEMENTAL PACKET**

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## PROCEDURAL SUMMARY

In order to give your application as prompt and thoughtful consideration as possible, it will be very helpful if you will:

- a) Before submitting your application: 1) review to ensure the accuracy of all information; 2) sign your completed application; and 3) make a copy of all application materials for your personal records.
- b) Submit all application materials at the earliest possible date or by March 15<sup>th</sup>.
- c) Ask your references to return the letters of recommendation forms to you in a sealed envelope with their signature affixed across the sealed flap. (Do not open the references if you have waived your right to review.)
- d) Mail all required documents, applications, the application fee, supplemental forms and official transcripts to the:

The Graduate School  
Chicago State University  
9501 So. King Drive  
ADM 200  
Chicago, IL 60628

- e) Notify the Graduate School and the Department of Social Work immediately of any change of address or of a decision to withdraw your application.

We appreciate your interest in the Master's Degree Program in Social Work.

*Dear Prospective MSW Student:*

Thank you for your interest in our CSU Master of Social Work program. We applaud your courage and foresight in seeking this challenging and ultimately rewarding experience. We are pleased that you chose Chicago State University for this exciting academic adventure.

Please be aware that students are only admitted in the fall. (There may be exceptions for Advanced Standing students) and completed applications must be received by **March 15<sup>th</sup>**. Late applications are reviewed if all seats are not filled.

Chicago State has developed a unique social work curriculum that prepares graduates for a myriad of career opportunities serving families and children. We offer three concentrations: 1) Direct Practice with Children and Families, 2) Planning and Administration for Families and Children and 3) School Social Work.

Interviews may be scheduled for prospective students as part of the admissions process. This provides the best opportunity to share our expectations for students, and for applicants to fully explore information critical to their decision to enroll in the program. Alternative arrangements will be made for out-of-state applicants.

To learn more about the profession of social work and the Chicago State MSW program, information sessions for prospective students are held during the month of October and February. Please call us at (773) 995-2207 if you wish to attend.

Please review the program requirements outlined in this supplemental packet or the university's website ([www.csu.edu](http://www.csu.edu)). If you still have questions and are not able to attend an information session, please feel free to call us.

Sincerely,

Dr. Sherri Seyfried  
Chair, Social Work Department

## **SUPPLEMENTARY INFORMATION FOR APPLICATION TO MSW PROGRAM**

The following materials must be submitted to complete the MSW application packet:

- 1) A \$25.00 non-refundable application fee.
- 2) A completed graduate program application.
- 3) An official transcript from each graduate and undergraduate institution you have attended.
- 4) Student requesting to transfer from another MSW program must include a syllabus for course work, a copy of your field work evaluation and a recommendation from a faculty member of the school from which you are transferring.

## **MASTER OF SOCIAL WORK REQUIREMENTS FOR ADMISSION**

Admission to the MSW program is based on an assessment of prior academic preparation, social work related employment, volunteer experience and/or participation in community activities; and intellectual and emotional readiness for graduate education.

### **Applicants are evaluated based on the following:**

- 1) A baccalaureate degree from an accredited institution of higher education.
- 2) Submission of all required admission materials. In order to ensure full consideration applications should be received by March 15th.
- 3) Cumulative GPA of 3.0 on a 4.0 scale (calculated on the last 60 credit hours of academic study). A limited number of applicants may qualify for conditional admissions with a GPA between 2.75 and 2.99. This exception may be granted to students who have been out of school for five or more years and have references indicating outstanding work experience in human service employment.
- 4) A broad liberal arts background with minimum of 33 hours required in the catalog following areas: arts and humanities, history, science, mathematics/statistics, political science, economics, with a minimum of 12 hours of behavioral and social sciences.
- 5) Academic credit will not be granted for previous life or work experience.

6) A 3-5 page double spaced essay on your career and educational objectives. Please address the following:

- A. What in your life experience motivated you to pursue a career in social work?
- B. What do you view as your personal strengths and limitations?
- C. What has been your experience with diverse populations (e.g. racial, ethnic, differently abled)?
- D. Given the requirement of 950 hours in field practicum over 4 semesters, please indicate how you plan to meet this commitment. This is particularly critical for employed students, as field placements are usually scheduled weekdays between the hours of 9am-5pm.
- E. Why do you think you would make a good social work student and an effective social worker?
- F. What are your future career goals and how will an MSW program help you meet them?

7) A minimum of three letters of recommendation. At least one academic reference is required if you graduated within the last 3 years. Other references should include individuals who have supervised your work, internship, or volunteer experiences and can objectively assess your qualifications for the practice of social work. Advanced standing applicants must have a recommendation and/or evaluation from their undergraduate field instructor.

8) A resume.

Students with specific academic deficiencies may be asked to complete compensatory undergraduate work prior to admission. Students who do not meet all the requirements but whose experience, achievement, etc. may warrant an exception may be invited for a personal interview to discuss admission and explore options. Because of limited class size we are not able to accept all qualified applicants.

Note: If you have been convicted of a felony or have been arrested for a crime for which criminal charges are pending, you must attach an explanation of the nature of the crime and relevant facts. (This information cannot be used to automatically disqualify applicants.) Most agencies require background checks prior to accepting a student for an internship.

## Advanced Standing Admissions

The Advanced Standing Program at Chicago State University Department of Social Work is an intensive program for students who have graduated from a Council of Social Work Education accredited baccalaureate Social Work program. A limited number of qualified applicants are accepted.

Applicants must have received their BSW undergraduate degree within four years prior to admission.

Applicants to the Advanced Standing Program must have an overall grade point average (GPA) of 3.00 with at least a grade of B in all courses in the Social Work major. Students with less than an overall 3.0 GPA may qualify for conditional admission. Students with a C in a social work course may have to repeat that course if admitted to the MSW program.

**CHICAGO STATE MSW PROGRAM  
LETTER OF RECOMMENDATION**

**Instructions to Applicant**

Complete the top waiver information and give the form to your recommender along with a stamped envelope addressed to:

**The Graduate School  
Chicago State University  
9501 So. King Drive, ADM 200  
Chicago, IL 60628**

Under the provisions of the Family Education Rights and Privacy Act of 1974, applicants who are admitted and enrolled have the right to view the information provided, unless the applicant waives such right.

I hereby waive my right to view:      Yes \_\_\_\_\_      No \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Applicant \_\_\_\_\_  
(Please Print)

Name of Recommender \_\_\_\_\_  
(Please Print)

Title \_\_\_\_\_

**Instructions to Recommender:**

1. How long have you known the applicant and in what capacity?

\_\_\_\_\_  
\_\_\_\_\_

2. Your candid assessment of the strengths and limitations of the applicant will be greatly appreciated. Social Work students are carefully selected because of the serious responsibility they assume in dealing with people and their personal problems. Qualities such as emotional stability, sensitivity, resourcefulness, sound judgment, and tolerance are important for successful work in the field of social work. **Within this context, please attach a brief assessment of this applicant.**

### 3. Summary Evaluation

Using the chart below, please rate the applicant relative to other students or employees whom you have known in a similar capacity.

	No Basis for Judgment	Below Average	Average	Above Average	Outstanding
1) Intellectual Ability					
2) Openness to learning with ability to change					
3) Ability to work cooperatively					
4) Emotional stability and maturity					
5) Communication Skills-Oral					
6) Communication Skills-Written					
7) Ability to analyze a problem and formulate a solution					
8) Commitment to the profession of social work					
9) Sensitivity to and capacity for accepting differences in race, class, culture, lifestyle, and ideas.					
10) Potential as administrator or supervisor					
11) Time and energy to be a successful graduate student.					

#### RECOMMENDATION

- No, I do not recommend for admission at this time.  
 Yes, I recommend with some reservations.  
 Yes, I recommend.  
 Yes, I strongly recommend the applicant and believe he/she has demonstrated the capacity to achieve at a superior level in graduate study in

Signature \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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Address\_\_\_\_\_

\_\_\_\_\_

Date\_\_\_\_\_

## PROGRAM CURRICULUM

The master's degree requires a minimum of 60 credits. The following is a listing of the core elements of the MSW curriculum courses required by all students and that of each concentration. All required courses are three credit hours each. The Graduate catalogue should be referenced for corresponding course descriptions.

### **Foundation Curriculum**

*(to be taken by all students)*

5410 Social Welfare Policy and Services I  
5416 Diversity and Social Work Ethics  
5420 Human Behavior and the Social Environment  
5421 Human Behavior and the Social Environment II  
5430 Social Work Practice I: Integrated Methods  
5431 Social Work Practice II: Community Practice  
5432 Family Support and Development  
5440 Social Work Research Methods I  
5460 Field Practicum I  
5461 Field Practicum II

### **Total Foundation Credits 30**

### **Indirect Practice – Planning and Administration**

5411 SWPS II Families and Children  
5451 Program Planning  
5452 Human Services Administration  
5441 Social Work Research Methods II  
5462 Field Practicum III  
5463 Field Practicum IV  
5490 Capstone Seminar

### **Total Advanced Concentration Credits 21**

### **Direct Practice - Families and Children**

5411 SWPS II: Families and Children  
5433 Advanced Family-Centered Intervention  
5434 Systems Intervention for Families and Children  
5441 Social Work Research Methods II  
5462 Field Practicum III  
5463 Field Practicum IV  
5490 Capstone Seminar

### **Total Advanced Concentration Credits 21**

### **School Social Work**

5411 SWPS II: Families and Children  
5471 Advanced School Social Work Practice I  
5472 Advanced School Social Work Practice II  
5441 Social Work Research Methods II  
5462 Field Practicum III  
5463 Field Practicum IV  
5490 Capstone Seminar

### **Total School Social Work Credits 21**

### **Electives – 9 Credit Hours Required**

5450 Organizational Dynamics  
5480 Children and the Law  
5481 Supervision  
5482 Trauma in Childhood  
5483 Social Work & Spirituality  
5484 Advanced Practice with Children and Adolescents  
5489 Social Work with Groups  
5495 Special Topics (Topics Vary)

## SOCIAL WORK (SWK) CATALOG COURSE DESCRIPTIONS

### **5410 SOCIAL WELFARE POLICY AND SERVICES I (3)**

Prerequisite: Admission to the M.S.W. program. Historical/ philosophical analysis of social welfare policy, services, and the role of the social work profession in its development. National and international social policy legislation and services will be discussed and evaluated within the context of economic, political, and social justice.

### **5411 SOCIAL WELFARE POLICY AND SERVICES II: FAMILIES AND CHILDREN (3)**

Prerequisite: SWK 410

An examination of the historical and contemporary impact of major social welfare policies and programs affecting the lives of families and children. Exploration and analysis of local, national and international policies, particularly related to their impact on the welfare of women.

### **5416 DIVERSITY AND ETHICS IN SOCIAL WORK (3)**

Prerequisite: Admission to the M.S.W. program or consent of department.

The history and contemporary life experiences of disadvantaged, marginalized and oppressed people are addressed. Theoretical knowledge and experiential awareness of oppression, prejudice and discrimination are analyzed as a contextual foundation for ethical and culturally competent practice with diverse, urban populations-at-risk. The NASW Code of Ethics serves as the framework for ethical analysis.

### **5420 HUMAN BEHAVIOR IN THE SOCIAL ENVIRONMENT I (3)**

Prerequisite: Admission to the M.S.W. program. Theory, research and practice that are inclusive of diverse urban populations-at-risk are presented and used in a life cycle approach to the study of the behavior of individuals, families, and groups and the impact of the social environment on human development.

### **5421 HUMAN BEHAVIOR IN THE SOCIAL ENVIRONMENT II (3)**

Prerequisite: SWK 420.

The common mental disorders of adulthood and childhood are examined as social, cultural, biological, and psychological phenomena. An ecological framework is used to examine health and pathology within the context of a strengths-based perspective.

### **5430 SOCIAL WORK PRACTICE I: INTEGRATED METHODS (3)**

Prerequisite or co-requisite: SWK 420 or consent of department.

Emphasis on the theories and methods of assessment and intervention which address behavioral, emotional, and situational problems of diverse populations at risk, with primary focus on individuals, families and groups.

### **5431 SOCIAL WORK PRACTICE II: COMMUNITY PRACTICE (3)**

Prerequisite or co-requisite: SWK 430.

Emphasis on professional social work practice in urban communities. Analysis of the structure, function and politics of communities, social agencies and other community institutions; strategies to facilitate community development and change are discussed. Development of community resources to empower diverse families and children are presented.

### **5432 FAMILY SUPPORT AND DEVELOPMENT (3)**

Prerequisite or co-requisite: SWK 431

Focus on understanding diverse family structures, strengths, and the barriers to optimal family development. Study of family treatment models that address disruption in normal family functioning.

**5433 FAMILY CENTERED INTERVENTION 3**

Prerequisite: SWK 5432.

Development of advanced clinical intervention skills to enhance the functioning of families and children. Emphasizes utilization of natural supports, early intervention, and prevention models that are culturally sensitive and empowering.

**5434 SYSTEM INTERVENTION FOR FAMILIES AND CHILDREN (3)**

Prerequisite: SWK 5433.

Emphasis on assertive interventions and services to safeguard the welfare and development of children separated or in jeopardy of temporary or permanent separation from family. Develop advocacy skills to empower children and parents to access and cope with the limitations of the institutions that serve them.

**5440 SOCIAL WORK RESEARCH METHODS I (3)**

Prerequisite: SOC 5389 or comparable undergraduate research course.

Introduction to qualitative and quantitative research methods pertinent to social work. Emphasis on research design options, ethics, sampling, and data collection. Analysis of past and current social work research. Technology fee \$15

**5441 SOCIAL WORK RESEARCH METHODS II (3)**

Prerequisite: SWK 5440.

Advanced study of qualitative and quantitative research methods and data analysis. Emphasis on survey design, statistical analysis, ethnographic research, grounded theory, focus group strategies, and research interviewing techniques. Technology fee \$15.

**5450 ORGANIZATIONAL DYNAMICS (3)**

Prerequisite: SWK 5411 and second year standing.

Analysis of group behavior and organizational culture in human service organizations and its influence on communication, staff functioning, and service delivery. Strategies for change will be explored.

**5451 PROGRAM PLANNING IN HUMAN SERVICES (3)**

Prerequisite: SWK 5450 and second year standing.

Planning theory and processes including problem analysis, program design, assessment and evaluation. Proposal and grant writing, funding strategies and evaluation technologies are included.

**5452 HUMAN SERVICES ADMINISTRATION (3)**

Prerequisite: SWK 5451 and second year standing.

Knowledge, values, and skills utilized in administration of human services. Emphasis on organizational effectiveness, administrative roles and processes.

**5460 FIELD PRACTICUM I /SEMINAR AND FIELD (3)**

Prerequisite: Consent of field director.

First of a four-semester sequence. Supervised field placements of 200 clock hours in community based settings; includes an integrative seminar. \$15 course fee for liability insurance.

**5461 FIELD PRACTICUM II /SEMINAR AND FIELD (3)**

Prerequisite: SWK 5460 and prerequisite or co-requisite of SWK 5421. Second of a four-semester sequence. Supervised field placements of 200 clock hours in community based settings. Includes an integrative seminar. \$15 course fee for liability insurance.

**5462 FIELD PRACTICUM III /SEMINAR AND FIELD (3)**

Prerequisite: SWK 5461 and all foundation classes.

Third of a four-semester sequence. Supervised field placements of 275 clock hours in community based settings. Includes an integrative seminar. \$15 course fee for liability insurance.

**463 FIELD PRACTICUM IV /LECTURE AND FIELD (3)**

Prerequisite: SWK 5462.

Fourth of a four-semester sequence. Supervised field placements of 275 clock hours in community based settings. Includes an integrative seminar. \$15 course fee for liability insurance.

**5480 CHILDREN AND THE LAW (3)**

Prerequisite: SWK 5410 & 5411 or consent of department.

The law, the judicial system, and the influence of racial, ethnic, and economic prejudice on decisions affecting children and families.

Confidentiality, court preparation and malpractice are included

**5481 SUPERVISION IN HUMAN SERVICE ADMINISTRATION (3)**

Prerequisite: Second year standing or consent of department.

Educational, administrative, and developmental models of supervision and the diverse role of supervisor/supervisee in creating and maintaining a positive and effective organizational climate.

**5482 TRAUMA IN CHILDHOOD (3)**

Prerequisite: SWK 5421.

Focus on children whose victimization and/or exposure to traumatic events places them at risk for/or has led to arrested or impaired psychological development. Systemic, ethnocultural factors and the roles and resources

of the family will guide assessment and intervention models.

**5483 SPIRITUALITY AND SOCIAL WORK (3)**

Prerequisite: SWK 5420 and 5430 or consent of department.

Exploration of the concept of spirituality and its distinctions from religion in social work practice. A framework for increasing knowledge of diverse spiritual traditions, developing of spiritually sensitive practice interventions and clarification of values will be examined.

**5484 ADVANCED PRACTICE WITH CHILDREN AND ADOLESCENTS (3)**

Prerequisite: SWK 5421 and SWK 5432

Focus on using relational and cognitive theory for differential assessment and intervention methods using therapeutic games, play approaches, family and community collaborations and group methods. Skills in culturally competent engagement and therapeutic interviewing will be emphasized.

**5489 SPECIAL TOPICS IN SOCIAL WORK (3)**

Prerequisite: Second year standing or consent of department

Intensive study of a topic in social work. May be repeated under different topics for up to 9 hours of credit.

**5490 CAPSTONE SEMINAR (3)**

Co-requisite: SWK 5463.

An integrative seminar that reviews and critiques knowledge and experiences of the curriculum relative to preparation for professional practice. A substantive integrative paper and professional presentation will prepare students for entry into the workplace.

**5495 INDEPENDENT STUDY IN SOCIAL WORK (1-4)**

Prerequisite: Consent of the department.

Self-directed study of social work topics with selected faculty. May be repeated for a maximum of four credit hours.