

Department of Social Work
POST MSW – TYPE 73 PROGRAM

Accredited by the Council on Social Work Education (CSWE)

SUPPLEMENTAL PACKET

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 15th.
- 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 South King Drive
NAL 234
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 Post MSW-Type 73 Program.

Dear Prospective Student:

Thank you for your interest in our CSU Post MSW-Type 73 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). Completed applications must be received by **March 15th**. *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, 3) School Social Work, and 4) Post MSW-Type 73 Program.

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.

Please review the program requirements outlined in our brochure, this supplemental packet or the university's website (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. Mikal Rasheed
Chair, Social Work Department

Supplementary Application Instructions for Admission to the MSW-Type 73 Program

1. You must pass the Illinois Test of Basic Skills. When you take the examination, there is a provision for you to have your score sent directly to the University. You should do so to facilitate your application. We will only accept official notification from the Illinois State Board of Education. Information regarding the examination is available at:

ILLINOIS STATE BOARD OF EDUCATION| MINIMUM REQUIREMENTS FOR STATE CERTIFICATES (<http://ed-web3.educ.msu.edu/infostu/isbe/7.htm>)

2. You must hold an MSW from a CSWE accredited school of social work. Only those students who obtained a cumulative G.P.A. of 3.0 will be considered.
3. You must complete the attached brief application and submit it with your application materials.

Essay Questions:

Your typed essay should not exceed 2 pages. Please complete the following items:

1. **Please describe your interest in becoming a school social worker?**
2. **Describe the professional experiences that you feel have best prepared you for practice within school settings:**
3. **The school social work concentration requires a field internship commitment of 2-3 days per week, between the hours of 8am and 4pm. The internship requires 300 hours for a full semester. How would you meet these expectations?**
4. **Please describe professional and/ or volunteer activities that have demonstrated your initiative and ability to work independently.**
5. **Please describe professional and/ or volunteer activities that have demonstrated your ability to work with others from diverse professional backgrounds, and to work successfully in teams and groups.**

**CHICAGO STATE MSW PROGRAM – POST MSW TYPE 73 CERTIFICATION 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, NAL 234
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 a School Social Worker					
11) Time and energy to be a successful student in the certification program.					

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 a capacity to achieve at a superior level in the Post MSW Type 73 Certification program.

Signature_____

Address_____

Date_____

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