



SCHOOL OF  
**Social Work**

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A&M-COMMERCE

### OVERVIEW

The Masters of Social Work (MSW) program at Texas A&M-Commerce is designed to meet the educational needs of future social workers. The program prepares students for advanced generalist social work practice which will enable them to engage in direct practice, advocacy, supervision, administration, serving as change agents, and demonstrating leadership in various contexts. Upon completion of our MSW program, students should effectively demonstrate competencies such as critical thinking, independent decision-making, and application of evidence-based interventions, promotion of equality and social justice, and evaluation of practice. In order to accommodate working adults, courses are scheduled on various days at various times of the day with evening classes and at different locations.

### PROGRAM ADMISSION OPTIONS

Options for admission to the Social Work Program include:

1. **Foundation** – Students with an undergraduate degree in any field other than Social Work. This is either a full time, two-year program offered over four regular semesters and one summer semester or a part-time program in which students can expect to earn their degree in about four years. Students beginning the program in the fall term can choose the full time program and students beginning in the spring and/or summer term must select the part-time program.
2. **Advanced Standing (AGP/Concentration)** – Students who have earned a Bachelor of Social Work (BSW) degree from a program accredited by the Council on Social Work Education (CSWE) within the last six years and have a 3.0 GPA are eligible for expedited admission to the Advanced Standing Program. Students with a BSW older than 6 years, from a CSWE accredited program may apply to the Advanced Standing program, but may be required to take additional course work to update knowledge, skills and abilities as recommended by the Admissions Committee. Full-time students can expect to complete the program in one year and part time students can expect to complete the program in 2 years .



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Name \_\_\_\_\_

\_\_\_\_\_ Apply online, go to [https://www.applytexas.org/adappc/gen/c\\_start.WBX](https://www.applytexas.org/adappc/gen/c_start.WBX)  
 Click on **Masters Application**, complete and submit. Graduate School Application form completed and \$50.00 paid.

\_\_\_\_\_ An official transcript from each college attended submitted to: **The Graduate School (graduate.school@tamuc.edu)**

Please remember it can take as long as **2-6 weeks** for transcripts to be forwarded.  
 If a TAMUC student, provide **DegreeWorks** or Academic Transcript print out.

\_\_\_\_\_ Liberal Arts background (course work in the following areas must have been completed in the undergraduate program or must be taken prior to the student being admitted to the MSW program). A conferred bachelor's degree satisfies this requirement.

*Semester credit hours (sch); 9 sch Communication classes; 3 sch Math; 6-8 sch Natural Sciences (3-4 sch each class); 3 sch Visual & Performing Arts; 15 sch Socio-Behavioral; 3 sch Humanities; Sciences (includes 6 sch of American History; 6 sch of American Government; 3 sch of other (Philosophy, Sociology, Psychology, Anthropology, etc.) and 3 sch of a Degree Pathway or 2 sch of Physical Ed. /Health and Wellness whichever applies.*

\_\_\_\_\_ Information concerning transferring credit hours for graduate courses previously taken in another accredited MSW program or in another graduate level field of study can be obtained by contacting Dr. Gracie Brownell, MSW Program Director/Advisor at [gracie.brownell@tamuc.edu](mailto:gracie.brownell@tamuc.edu).

You may download the current Graduate Catalog by going to [www.tamuc.edu/home/](http://www.tamuc.edu/home/) and click on the **Catalogs** link.

#### MSW Admissions Packet

Please do not send your MSW admission materials to the Graduate School. The only exception is the university graduate admissions application through Apply Texas which is completed Online.

Admission documents are preferred to be received by email to: MSWAdmissions@tamuc.edu. However, professional references must be sent by the person completing the form. Please do not submit any MSW admission materials through MyLeo portal. Questions regarding admissions should be directed to MSWAdmissions@tamuc.edu

## **GENERAL ADMISSION REQUIREMENTS**

A successful applicant must show evidence of the capacity to complete graduate-level work as evidenced by past academic performance. The MSW program will admit students who show the greatest capacity to complete graduate-level work and become effective social work practitioners. Students will not be discriminated against on the basis of race, creed, national origin, age, disability status, sexual orientation or gender. The program is committed to recruiting applicants who represent a diverse population.

### **The minimum admission requirements for the MSW program are as follows:**

- ▶ A four-year bachelor's conferred degree from an accredited college/university
- ▶ A Liberal Arts background
- ▶ A 3.0 cumulative (overall) undergraduate Grade Point Average (GPA) or 3.0 GPA in your last 60 hours of undergraduate work are required.
- ▶ A Summary of Experience: Resume submitted to the School of Social Work (include your mailing address, telephone number, and email address).
- ▶ A Professional Narrative Statement must be **signed & dated** submitted to the School of Social Work (*See outline below page 7 of 8 to be used as a guide when writing narrative*)
- ▶ Three (3) professional references must be completed on our form provided. Reference forms must be signed by the reference (typed signature will NOT be accepted) and must be submitted to department by the person providing the reference.  
References submitted by the applicant/student will NOT be accepted. References submitted from co-workers, family, friends or mentors will NOT be accepted. Only references submitted from current/past instructors or current/past supervisors will be accepted. Supervisor and/or instructor must be noted in Question 1 of Reference Form.  
Request for References using our Reference Form in Admissions Packet submitted to: [MSWAdmissions@tamuc.edu](mailto:MSWAdmissions@tamuc.edu) or mailed to: **School of Social Work**, MSW Admissions, HEN 311, P.O. Box 3011, Commerce, TX 75429-3011. **Three references must be supervisors and/or instructors.**
- ▶ Passport photo; Selfie is deemed acceptable if it follows passport style guidelines.

Once students are admitted to the MSW program, they will receive a notice by email with instructions regarding a mandatory orientation. All new students are required to attend the Online MSW orientation designed to familiarize new students with our program, faculty, etc. Students are unable to enroll in classes before completing orientation.



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REFERENCE LIST FORM

**REFERENCES:** Please give the name and addresses of three references who are not relatives, personal friends, mentors or co-workers. Supervisor and/or instructor, past/present, must be noted in Question 1 of Reference Form.

\*\*\*\*\*

1. \_\_\_\_\_  
 Full Name Capacity in which known

\_\_\_\_\_

University/Firm/Agency

\_\_\_\_\_

Street or P.O. Box City State Zip Code

2. \_\_\_\_\_  
 Full Name Capacity in which known

\_\_\_\_\_

University/Firm/Agency

\_\_\_\_\_

Street or P.O. Box City State Zip Code

3. \_\_\_\_\_  
 Full Name Capacity in which known

\_\_\_\_\_

University/Firm/Agency

\_\_\_\_\_

Street or P.O. Box City State Zip Code



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## REQUEST FOR REFERENCE

**(Must be instructor or supervisor and clearly noted in Question 1)**

Applicant: \_\_\_\_\_

To Applicant: Please check one of the following statements

- I retain the right to see any material sent by this reference, if I so desire.
- I waive my right to see any material sent by this reference.

To Applicant: Please send reference form directly to your references. Reference form must be provided to us by person completing form.

To Reference: The above named individual has applied to Texas A&M-Commerce for admission into the Masters of Social Work program.

**Please be sure to fill out the form, sign and date back page, and email to: [MSWAdmissions@tamuc.edu](mailto:MSWAdmissions@tamuc.edu) or mail original to:**

School of Social Work  
Texas A & M-Commerce  
P.O. Box 3011, SWK HEN 311  
Commerce, Texas 75429-3011

.....  
1. Please select in what context you have known this applicant and for how long.

Direct Supervisor \_\_\_\_\_

College Instructor \_\_\_\_\_

**How long known** \_\_\_\_\_

2. What would you describe as the applicant's greatest strengths?

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

3. What would you describe as the applicant's areas of needed growth?

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

**REFERENCE FORM – PAGE 2**

4. Please assess the applicant’s level of ability to complete graduate work.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. How would you rate this applicant’s academic capacity compared to other individuals you have taught/supervised? \_\_\_ Top 1% \_\_\_ Top 5% \_\_\_ Top 10% \_\_\_ Top 20% \_\_\_ Top 50%

6. Please rate the applicant on the following items:

- Outstanding:** in upper 10% of people you know
- Above average:** 70 – 90% of people you know
- Average:** 30 – 70% of people you know
- Below average:** 0 – 30% of people you know
- Don’t know:** You do not know the applicant well enough to give an informed answer

	Outstanding	Above Average	Average	Below Average	Don’t Know
<b>I. Intellectual</b>					
1. Spirit of inquiry					
2. Studious					
3. Creative thinker					
4. Writing skills					
5. Verbal skills					
<b>II. Work Habits</b>					
1. Organization					
2. Quality of product(s)					
3. Quantity of product(s)					
4. Relationships with peers					
5. Relationships with supervisors					
6. Reliability, dependability					
7. Leadership skills					
8. Uses criticism in a positive way					
<b>III. Personal Characteristics</b>					
1. Emotional stability					
2. Self-awareness					
3. Speaking effectiveness					
4. Appropriately assertive					
5. Resourcefulness					
6. Creativity					
7. Relationships with others					
8. Ability to cope with frustrations					
9. Reliability, trustworthiness					
10. Concern for social & political issues					
11. Accepts people as they are					

\*Adapted from Eastern Washington University School of Social Work and Human Services

7. Additional comments: **(Please attach additional sheet if necessary)**

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Original Signature \_\_\_\_\_  
 (Cannot be electronic or typed signature)

Email Address \_\_\_\_\_

Agency \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ (In case we need to contact you regarding this reference)

**PROFESSIONAL NARRATIVE STATEMENT:**

**In reviewing the professional narrative statement, please follow the outline below to ensure all questions are addressed. Narrative must be typed, double space, using APA format, narrative should be 2-3 pages.**

1. Describe the development of your interest in the field of social work.
2. What are your personal qualifications for social work practice?
3. Express your feelings, experience, and ideas about working with diverse and oppressed populations.
4. Discuss any social experiences or personal situations that had a significant impact on you. How did these experiences contribute to your understanding of your values/beliefs/etc.?
5. Discuss your ability to establish positive helping relationships & ability to make professional judgments.
6. What are your expectations of graduate education? Describe the knowledge and skills you hope to gain.
7. Describe your strengths and learning needs that may affect your professional practice in the social work field.
8. Have you ever been charged and/or convicted of a misdemeanor or felony?  
Yes No  
If yes, explain.
9. Do you have current or previous mental health issues?  
Yes No  
If yes, explain.
10. In order to be licensed in social work, and to become employed in some agencies, applicants are required to disclose any legal history or history of emotional conditions that may affect employment. For these reasons, the admissions committee requests that applicants to the MSW program address these issues and how they may affect one's academic performance in this professional narrative statement. The applicant may request this information be kept confidential within the admissions committee structure.

**Please sign and date your professional narrative statement.**

**SPECIAL CONSIDERATIONS/ARRANGEMENTS:** Please identify any special assistance you require in completing the MSW Program:

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**SOCIAL WORK INFORMATION**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Primary contact phone: HM / WK / CELL: \_\_\_\_\_

Address: \_\_\_\_\_

1. **WHICH SEMESTER WILL YOU BEGIN THE MSW PROGRAM?** FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER \_\_\_\_\_
2. **SEQUENCE:** FOUNDATION \_\_\_\_\_ (No BSW) **ONLINE** \_\_\_\_\_ Mesquite \_\_\_\_\_
3. **SEQUENCE:** ADVANCED STANDING \_\_\_\_\_ (BSW Req'd) **ONLINE** \_\_\_\_\_ OR  
**CAMPUS:** COMMERCE \_\_\_\_\_ MESQUITE \_\_\_\_\_ MCKINNEY \_\_\_\_\_
4. **FULL-TIME OR PART-TIME SEQUENCE WILL BE DETERMINED BY YOU AFTER YOU HAVE BEEN ADMITTED TO THE MSW PROGRAM AND COMPLETE MANDATORY ONLINE ORIENTATION.**
5. **ARE YOU A TITLE IV-E APPLICANT?** Yes \_\_\_\_\_ No \_\_\_\_\_

**PLEASE READ THE FOLLOWING PARAGRAPHS, SIGN YOUR NAME ON THE SIGNATURE LINE AND DATE THE FORM TO ACKNOWLEDGE YOUR RECEIPT AND UNDERSTANDING OF THESE TWO PARAGRAPHS.**

**NON-DISCRIMINATION STATEMENT**

It is the policy of Texas A&M-Commerce and the School of Social Work to comply with all state and federal laws that prohibit discrimination on the basis of age, race, national origin, color, religion, gender, sexual orientation or disability in recruitment, admission and retention practices.

**ETHICAL BEHAVIOR STATEMENT**

I acknowledge that Texas A&M-Commerce, School of Social Work reserves the right to refuse admission to any applicant who falsifies or misrepresents the information on this application. The department also reserves the right to deny admission based upon lack of qualifications or evidence of ethical misconduct.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_