

**Southern University at New Orleans
School of Social Work
Master of Social Work Degree Program
6801 Press Drive, Room 204
New Orleans, Louisiana 70126
(504) 286-5376**

THE M.S.W. CURRICULUM

The School of Social Work program is NOT an on line 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 60 semester hours for the M.S.W. degree including 900 hours of field practicum experience. 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) with a practice modality of direct service (DS) or administration, planning, organization (APO).

Admission Information and Application Instructions

ADMISSIONS:

Policies and procedures for MSW Admissions criteria are developed by the Admissions committee and are submitted for approval by the faculty, the Dean and the Vice Chancellor of Academic Affairs. 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 without prior notice.**

ADMISSION DEADLINES AND CRITERIA:

The deadline for admissions applications for the summer and fall semester for full time, part time, advanced standing. Advanced standing applicants are accepted ONLY in the summer semester. Full time and part time applicants are accepted ONLY in the fall semester. Admission decisions for the M.S.W. program are made by the Admissions Committee and are based on (1) independent evaluations of past academic performance, (2) relevant work, and /or volunteer experience, (3) professional references, (4) a personal narrative statement, (5) an in-person written assignment, and if needed, (6) 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, or have social work experience. Full and part time applicants are notified of the Admissions Committee's decision within 60 days of receipt of their application by the School of Social Work. Advanced standing applicants currently enrolled in a BSW program will be notified of the Admissions Committee's decision based on when we receive the transcript of the final semester of their curriculum.

Criteria for admission to the M.S.W. program are as follows:

- 1. An earned bachelor's degree from an accredited college or university.**
- 2. Nine (9) hours of liberal arts courses preferred, 3 hours in each of the following: Psychology, Sociology and Biology or related sciences. Each course must have been completed with a "C" Grade or better.**
- 3. An overall undergraduate Grade Point Average of 2.5 on a 4.0 scale. Advanced Standing applicants are required to have a 3.0 GPA. *A GRE score is not required***
- 4. Evidence of writing skills comparable with a graduate level student which is evaluated through the applicant's personal statement and an on-line written exercise.**
- 5. An online written exercise is required.**
- 6. Three (3) reference letters from professionals including one from a former professor. Advanced Standing applicants must submit a reference from their field placement.**

Note: A personal interview may be requested to clarify any part of the application.

Applicants meeting all of the above criteria are accepted in the program based on the Plan of Study (Advanced Standing, Full Time or Part Time) as indicated on the application. Applicants applying for Advanced Standing, but do not meet the criteria are allowed to select another Plan of Study. Accepted applicants have 7 days from their letter of acceptance notification to inform the committee of their intentions. Each accepted applicant is expected to attend a mandatory MSW Informational Orientation Seminar prior to enrollment. Accepted applicants wishing to change their Plan of Study from full time to

part time **prior to initial enrollment** should provide a written request to the Director of Admissions. Once officially enrolled (e. g., tuition and fees are paid) students, in consultations with their advisors, must submit a written request to change their Plan of Study from full time to part time 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. Accepted applicants with less than a GPA of 2.5 are admitted as probationary students and must follow their specific Plan of Study to remain in the program and must earn a minimum of 3.0 GPA, with no grades of C or lower in their first year. ***Advanced standing students are not accepted on a probationary basis.***

Applicants with graduate degrees must contact the Admissions Committee Chair prior to completion of admissions application process.

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 deadline. The Graduate Studies application items listed below should be submitted to Graduate Studies: **A complete application packet includes items a – d. All requested information should be submitted to Graduate Studies in one envelope. Transcripts may be sent via EScript.**

- a. **Completed Graduate Studies and the School of Social Work Applications.**
 - b. **Transcripts:** One official transcript from each undergraduate and graduate institution attended, including official transcript identifying the awarded degree(s).
 - c. **Three Reference letters:** Two of the reference letters 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 and/or a personal interview. **The reference letters must be on company letterhead and have the signature of the recommender across the sealed flap of the envelope. A Reference form MUST be included with the reference letter.**
- ***Advanced Standing: One reference letter MUST be from a field supervisor*****
- d. **Personal Narrative Statement** requires a minimum of 3 double-spaced typewritten pages (12 pt. format) addressing all areas identified. **(See narrative instructions on next page.)**
 - e. **\$25.00 nonrefundable application fee (cashier checks or money orders only)** payable to Southern University at New Orleans. This fee covers both the Graduate Studies and the School of Social Work applications.

Upon the receipt of items A - E from Graduate Studies an additional admission criterion is an on-line written statement evaluated by the School of Social Work.

A complete application packet and a \$25.00 application fee must be submitted to:

**Southern University at New Orleans
Office of Graduate Studies
6400 Press Drive— Administration Bldg., #201
New Orleans, LA 70126**

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

PERSONAL NARRATIVE

Instructions: Each applicant must complete a personal narrative of a **minimum of 3 pages double-spaced**. 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 each of the following **eight (8)** areas:

1. After completing the MSW program, explain your future goals. How do you feel this social work program will assist you in achieving this goal?
2. Describe your experience with diverse populations and groups. Explain how these experiences have contributed to your interest in social work.
3. Describe your relationships with social workers and/or agencies.
4. Have you had paid or voluntary experience with persons who have influenced your decision to become a social worker? If so, explain. If not, explain what has inspired you to become a social worker.
5. Explain what social justice means to you. Explain how you see a social worker involved in social justice.
6. Explain why it is important for social workers to understand the importance of ethics.
7. If accepted into the MSW Program, how do you plan to meet the demands of rigorous course work while balancing personal and sometimes professional obligations? ***Be specific***
8. We understand that Field Education requires a significant commitment of time in the lives of MSW students. As a result, please discuss how you will be able to incorporate the 16 hours per week of Field Education into your family and educational life. **Be specific when answering. Each student must complete 225 hours per semester in order to complete the program.**

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 that must be followed. The full-time plan and part-time plan begins in the fall semester ONLY. The advanced standing plan begins in the summer semester ONLY. **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 criteria for admission into the M.S.W. program, an applicant accepted into the Advanced Standing program must have graduated within the last 6 years from a Council on Social Work Education accredited B.S.W. program with a "B" grade or better in all undergraduate social work courses, 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 B.S.W. degree to complete their course work in three (3) semesters beginning in the summer. It provides for the waiver of certain courses for the first semester of the foundation year. Advanced standing students begin their field practicum (minimum 16 hrs. per week) during the fall and spring semesters.

Total semester hours = 36

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 (minimum 16 hrs. per week) during the first semester in the program. Semester hours for full time students vary from 15 credit hours per semester.

Total semester hours = 60

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. Students begin enrollment in Field practicum/seminar courses during the second year. The field practicum requires a minimum of 16 hours per week and begins during the fall of the second year. During the third year (specialization year) students continue to enroll in a maximum of nine (9) semester hours including a field practicum and seminar course. **Total semester hours = 60.**

FIELD EDUCATION: 900 Hours Required

The Council on Social Work Education (CSWE) 2015 Educational Policy and Accreditation Standards requires all MSW students complete **900 hours of field education**. In order to fulfill this requirement, MSW students **must apply for and complete 4 semesters of field internships (field practicums and weekly field seminar classes on campus)**. During each of these 4 semesters, students are required to complete a total of 225 hours at their field placement agency. In order to achieve the required 225 field hours within each semester, students must complete a minimum of 16 hours per week at their field agency for the 14-week semester period.

It is imperative that students **plan ahead** for the integration of the required field hours into their personal life schedules. Students should begin to structure their personal schedules to accommodate the completion of the **16 hours per week well in advance of the actual field placement**.

The MSW program cannot assure the availability of evening and weekend placements. The majority of field placements are on weekdays from 9:00am – 5:00pm. Students are required to be available for weekday hours for field placements. Most social service programs do not have qualified supervisory staff or operational hours during evening and weekends for field placements. **The field unit cannot guarantee evening and weekend placements. This limitation might delay program completion.**

OTHER MODES OF ADMISSION:

TRANSFER APPLICANTS

Transfer applicants are governed by the same application process and submission deadlines as full-time and part-time applicants. 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, transcripts and a Statement of Good Standing from the Dean or Program Director, you must also complete the transfer credit form located on the MSW application.

RE-ADMIT APPLICANTS

Students who left the program and were not on probation are identified as re-admit applicants and are eligible to apply to return. To be re-admitted within one academic year of their last enrollment, students should submit a letter of intent to the Chair, MSW Admissions. Re-admit applicants in good standing wishing to return later than one academic year must complete a new graduate school and school of social work application by the submission deadline as full-time and part-time applicants.

PREVIOUSLY ACCEPTED APPLICANTS

Accepted applicants' applications are kept on file for one year. Those who wish to enroll within one academic year of their initial acceptance must complete a graduate studies application only. Previously accepted applicants with applications older than one academic year must complete an entirely new application through the normal application process.

International Applicants: See Graduate Studies Requirements

Members of the School of Social Work Admissions Committee appreciate your interest in our Master of Social Work Program. If you have any questions, please call (504) 284-5453 and /or visit our office located on the Lake Campus, Millie M. Charles School of Social Work bldg., room 214.

Revised-1/2022

FREQUENTLY ASKED QUESTIONS

ADMISSION

Do you have an online MSW program? No, we do not have an online program at this time. We offer day, evening, Saturday and online classes.

What programs do you offer?

Full time = 60 credit hours (15 hours x 4 semesters, plus 225 hours of field education each semester)

Part time = 60 credit hours (6 or 9 hours x 8 semesters, plus 225 hours of field education each semester during the second and third year in the program)

Advanced standing = 36 credit hours (15 hours x 2 semesters and 6 hours one summer, plus 225 hours of field education during fall and spring semester) **Applicants must have a BSW degree, an overall GPA of 3.0 or better and a grade of “B” or better in all social work courses.**

Is a thesis and/or competency exam required for the MSW program?

The following are required for graduation:

- a. Complete a competency exam
- b. Complete and present capstone/research project

Is field education required?

Yes, field education is half of the educational component of the Master of Social Work program. All MSW students are required to complete with a grade of “B” or better a total of 900 field education hours at a pre-approved agency. The School of Social Work Field Education Department has an approved listing of field education sites. Approval is based on ***Council on Social Work Education (CSWE)***. **Students must apply to the Field Department to begin placement.**

*****A student earning a “C” or “F” will result in dismissal from the program*****

Is work related field placement allowed? What are the hours for field placement?

Students are allowed to complete their field education hours at their place of employment.

However, the agency must meet special criteria to qualify. Most field placement agencies are open traditional business hours, between 8:00am – 6:00pm, however, there are a few agencies with non-traditional hours.

Is an undergraduate degree in social work required?

If you are applying for full time or part time, you may apply with a bachelors’ degree in any discipline. If you are applying for advanced standing, you **must** have a Bachelor of Social Work degree.

Is a GRE, GMAT or TOEFL test score required?

No, GRE and GMAT test scores are not required for admission. Yes, TOEFL test scores are required for international students.

What is the minimum GPA required for the MSW program?

Applicants applying for the full time or part time program are required to have a 2.5 GPA, preferably 3.0. We admit very few students on probation

Applicants applying for Advanced Standing are required to have a minimum 3.0 GPA.

Is statistics a prerequisite for admission into the MSW program?

Statistics is not required for admission. However, we strongly suggest that our incoming students retake the course if he/she either took the course more than five (5) years ago or took the course and received a failing grade.

When do you accept MSW program admissions applications?

The School of Social Work conducts rolling admissions. Advanced standing students are enrolled for the summer semester. Full-time and part-time students are enrolled for the fall semester.

How do I apply to the program?

1. Go to suno.edu and select graduate studies at the bottom of the home page
2. Select the graduate school application (***Graduate application essay IS NOT REQUIRED.***)
3. Print and submit a hard copy of all required documentation in one envelope to the Office of Graduate Studies. (***Applicants may also use escript to submit transcripts***)

What is the application process after submitting the complete application packet to the university?

- a. After approving SUNOs Graduate Admissions Application, the Office of Graduate Studies forwards both applications to the School of Social Work MSW admissions office.
- b. The MSW Coordinator of Admissions schedules an appointment (via email) with the applicant to take the on-site writing assignment.
- c. The admissions committee then reviews the admissions applications.
- d. On occasion, some applications require an in-person interview. If necessary, the MSW Admissions Coordinator will contact the applicant to schedule the interview.

When will an applicant be notified regarding the status of their application?

Usually applicants are notified within 30 days after completing the on-site writing assignment.

If admitted into the Master of Social Work program, can my application be deferred?

Yes, ***due to extenuating circumstances***, applications may be deferred up to 1 year. After one year applicants are required to reapply to the University and the School of Social Work program.

If an applicant is rejected, can they reapply the following year?

Yes, applicants may reapply to the program.

When do classes begin?

Advanced Standing students begin taking courses during the summer session and classes begin no later than the first week in June. Full-time and part-time students begin classes no later than the third week of August.

FIELD EDUCATION

- 1. What is field education?** Field education (field practicum and seminar) is a directed educational experience in social work practice with instruction offered by agencies and campus-based faculty members. Field education is conducted in two parts – the first year is for generalist practice and the second year is for advanced practice specialty. During the second year of field education MSW students will move to a new agency and in some instances a new department within their current agency to begin their advanced practice specialty geared toward CYF-Children, Youth and Families or H/MH-Health, Mental Health.
- 2. How many hours are required for field education?** Council on Social Work Education (CSWE) requires **900 hours** of field education for graduation. According to our curriculum, students must complete **225 hours per semester (16 hours per week for 14 weeks)**. Full-time students enroll in the field practicum and seminar course each semester for the two years they are enrolled in the MSW program. Advanced Standing students begin classes in the summer, and are enrolled in field practicum and seminar courses during the fall and spring semester only.
At this time, you are required to receive a field placement and complete 225 hours. Part-time students enroll in the field practicum and seminar course during their second and third year in the program, at which time he/she must have a field placement and complete the required 225 hours per semester.
- 3. How are students placed at field sites?** **Students are required to complete a field application. Students are contacted by the Field Education about the results of their field application status.** If/when the application is approved, each student is assigned field placement contacts by the Field Education Department. Applicants admitted as part-time students will attend a **mandatory** field fair at the completion of their first year in the program. The field fair allows students to meet and setup interviews with agency representatives for potential field placements. The field fair is held every spring semester. ****All MSW students are required to attend the mandatory field fair at the completion of their first year in the program****
- 4. Can I use my place of employment for my field education site?** The field education department has specific/strict criteria approval. **The intern supervisor must have had an MSW degree for at least 2 years from an accredited university and also have a current license. All agencies must also meet Council on Social Work Education (CSWE)**

competency guidelines. Depending on the company, you might receive approval from the Field Education Director to use your employer.

5. **What days/hours of the week should field placement hours be completed?** There is no preset schedule for field placement hours. The field schedule is decided between the student and the field agency supervisor. Field hours can only be completed during the fall and spring academic semester. Any hours obtained outside of this period will not count.

6. **Can students complete their field education hours after 5:00pm or on weekends?** *Most agencies service their clients during the hours of 8:00am and 6:00pm. At this time, we have very few agencies who are open during evening and weekend hours. The School of Social Work cannot guarantee field placement for non-traditional hours.* Students can complete field hours during non-traditional times as long as he/she has written approval from the agency director and the supervisor (with an MSW degree) is working during the same hours. Written approval must be submitted to the field director **prior** to starting field education.

**SOUTHERN UNIVERSITY AT NEW ORLEANS
SCHOOL OF SOCIAL WORK
MASTER OF SOCIAL WORK ADMISSION APPLICATION**

The deadline to submit a complete application is: March 31st Fall Semester (full-time and part time), March 31st Summer Semester (advanced standing applicants ONLY). Applications received after the above date will be kept on file for one year. Applications in excess of one year will require a new and completed application (If the above date falls on a weekend, the deadline changes to 5:00 p.m. the next workday).

PLEASE TYPE OR PRINT IN INK

Please indicate the Plan of Study for which you are applying. **(SELECT ONE)**

Full-Time _____ Part-Time _____ (Fall semester)	Advanced Standing _____ (Summer semester)
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If readmit, last year (semester & year) attended School of Social Work MSW program _____

Name

Last	First	Middle
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Social Security Number (last 4 #'s) _____

Mailing Address _____

City _____ State _____ Zip Code _____

Home Telephone () _____ Work Telephone () _____

Cell () _____ E-Mail Address: _____

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

Which of the Social Work Practice areas are you tentatively interested in pursuing? (**SELECT ONE**)

- ☐ Direct Practice with Individuals, Families and Small Groups
- ☐ Macro Practice with Organizations and Communities
- ☐ Direct Practice or Macro Practice with Children, Youth and Families
- ☐ Direct Practice or Macro Practice in Health/Mental Health
- ☐ Undecided

List in chronological order all universities and colleges attended. List your name as recorded on each transcript.

Name of School	Dates Attendance	Date of Degree	Name on Transcript

TRANSFER CREDIT(S): Complete the following for an evaluation of up to 12 hours of transfer credits. Course description, syllabi and Letter of Good Standing from Dean or Program Director required. Only courses completed 5 years prior to the semester of M.S.W. enrollment with a grade of “B” or above will be evaluated.

Name of M.S.W. Program	Course Title	Credit Hours and Grade	Dates of Attendance

EXPERIENCE (Use additional paper if necessary)

Social Work Field Internship:

1. Agency _____

Name	Address
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Describe duties: _____

2. Agency _____

Name	Address
------	---------

Describe duties: _____

Paid Social Work Experience (Use additional paper if needed)

1. Organization	
Name	Address

Job Title: _____ Length of Employment _____ from _____ / _____ to _____ / _____

Describe duties:

2. Organization _____

Name

Address

Job Title: _____ Length of Employment _____ from ____/____/____ to ____/____/____

Describe Duties: _____

Volunteer Experience (Use additional paper if needed)

1. Organization _____

Name

Address

Number of hours per week ____ Length of Volunteer Experience _____ from ____/____/____ to ____/____/____

Describe Duties: _____

General Employment (Other than Social Work):

1. Organization _____

Name

Address

Job Title: _____ Length of Employment _____ from ____/____/____ to ____/____/____

Describe Duties: _____

2. Organization _____

Name

Address

Job Title: _____ Length of Employment _____ from ____/____/____ to ____/____/____

Describe Duties: _____

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

AGE

____ 25 yrs. & under ____ 31-40 yrs.
____ 26 – 30 yrs. ____ 41yrs. & over

GENDER

____ Male
____ Female
____ Other

CITIZENSHIP

Citizen of the U.S. Yes ____ No ____
If no, Citizen of _____

ETHNICITY

____ African American ____ 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

MILITARY/VETERAN STATUS: Are you a veteran? _____ Yes _____ No

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.
Cashier Checks or Money Orders (NO CASH)

Return your complete application and application fee to:

Southern University at New Orleans
Office of Graduate Studies
6400 Press Drive
Administration Building – Room 201
New Orleans, LA 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.

Revised: 10/2019

MSW FIELD APPLICATION - FIELD INTERNSHIP DISCLAIMER

Please read the following eight points, and sign below indicating that you have read and are aware of this disclaimer content.

1. According to the Council on Social Work Education (CSWE) 2015 Educational Policy and Accreditation Standards, all MSW students are required to complete at least **900 hours** of Field Education. In order to fulfill this requirement, MSW students at Southern University must **complete 4 semesters of Field Education** (Field practicums and weekly Field Seminar classes on campus). **During EACH of these 4 semesters, students are required to complete a TOTAL of 225 hours at their Field placement agencies. In order to achieve the required 225 field hours within each semester, students must complete a total of 16 hours per week in their field agencies for the 14 week semester period.**
2. It is imperative that students **plan ahead** for the integration of the required Field hours into their personal life schedules. Students should begin to structure their personal schedules to accommodate the completion of the **16 hours per week well in advance of the actual Field Placement.**
3. The MSW program **cannot guarantee the availability of evening and weekend placements.** Most social service programs do not have qualified supervisory staff or operational hours during evenings and weekends for Field Placements. Therefore, students should be prepared to complete Field Placement during business hours. Please note that if you cannot be available during regular workday hours for Field, you may experience a delay in Field Placement.
4. Not adhering to the Curriculum Guide for the program a student enters into may cause a delay in matriculating through the program. Taking additional courses will not affect the Field schedule.
5. By policy, students may not take two Field Seminar and Practicum courses concurrently.
6. If a student receives an incomplete grade (I Grade) for Field Education, the student may be allowed to register for the next level of Field only if they have an approved I Grade completed and in their record (with the Field Seminar Instructor's approval).
7. Field courses may not be taken as "Independent Studies".
8. Students are required to complete their Field Education requirements per their respective program Curriculum Guides. **Failure to complete Field Education per the Curriculum Guide precludes graduation from the MSW Program.**

Please be aware of the above noted eight (8) stipulations, and sign that you have been notified of these requirements as conditions of the MSW Program.

Applicant Name

Date

Applicant Signature

Revised 3/2021

School of Social Work - Southern University at New Orleans

POLICY ON BACKGROUND CHECKS AND DISCLOSURE

An increasing number of agencies require that students in the School of Social Work at Southern University obtain and pass a background check, drug test and/or finger printing in order to participate in field placements (Field Practicum courses). Consequently, students may be required to undergo a background check before beginning a field placement as part of the Bachelor's and Master's Programs in the School of Social Work. Be advised that drug testing may be a required part of the background check.

Admitted students are required to report all changes in their criminal record within ten days of an incident to the Director of Field when an incident occurs while enrolled in the BSW & MSW programs. Any conviction or other criminal incident may prevent placement in the field. Failure to report any change in status will result in referral to the Director of Field, which may result in a delay in the student's ability to complete the BSW and MSW programs and to graduate as planned. The student may not be able to complete the BSW or MSW program if criminal record reports are not kept current. She/he may not be able to continue placement in an approved field agency.

The following may be required by Field practicum partners:

Criminal Court history arrest and convictions (other than traffic violations)	Search of the DHH Inspector General's database of excluded persons.
Address verification & fingerprint	Social security number verification
Sex offender database search	Digital Footprint

The fees required to obtain a background check and any additional tests are the sole responsibility of the student.^[1] Students must authorize release of the results of the background check to the agency in field. If there is any information in the background check report that an agency determines disqualifies the student from participating, then the student will be responsible for obtaining the necessary documents to correct/explain the information.

I hereby certify that I have read, understand, and agree to the Policy on Background Checks and Disclosure.

Name: _____

Date: _____

SOUTHERN UNIVERSITY AT NEW ORLEANS
SCHOOL OF SOCIAL WORK
REFERENCE LETTER {Three (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. Your information will be helpful to us in evaluating this applicant's qualifications and readiness to enter a professional program. Only professional/academic references demonstrating the applicant's professional and or academic capacity to successfully complete a graduate education will be accepted. **LETTER SHOULD BE ON COMPANY LETTER HEAD. PLEASE SIGN ACROSS THE SEALED FLAP OF THE ENVELOPE.**

Thank you for your time and assistance in this important process.

Address the following in your recommendation letter:

1. How long have you known this applicant?
2. In what professional/academic capacity have you known the applicant?
3. What do you consider as the applicant's strengths as a candidate for professional social work education?
4. Do you believe this applicant can deal with the normal stresses of graduate school?
5. Does the applicant have the ability to conceptualize and organize ideas in writing as well as express ideas and feelings verbally?
6. Is the applicant dependable and adaptable?
7. Does the applicant have the ability to think critically?
8. What have you observed about the applicant's level of honesty and integrity?

Signature of Recommender _____ Date _____

Name (Please print) _____

Title _____ Employer _____

Business Address & Phone # _____

THIS FORM MUST BE ATTACHED TO THE RECOMMENDATION LETTER