**A close-up of a logo

AI-generated content may be incorrect.Social Work Department**

**Social Work Program Application**

**IMPORTANT!** *Before filling out this application, please contact the Social Work Department - call 651-793-1338**or email* [*sowk.admission@metrostate.edu*](mailto:sowk.admission@metrostate.edu) *to make an appointment with a faculty member to review the application requirements and better understand the process.*

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| Name |  | | | | | | Star ID | |  |
| Address | |  | | | | | | | |
| Telephone (Cell) | | | |  | Telephone (Home) |  | | | |
| Personal Email | | |  | | | | | Date |  |

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| **Program Preference:** Please select one: |  | Full Time Day Program (fall start) |
|  |  | Part Time Evening Program (fall start) |
|  |  | Full Time Day Program (spring start) |

**Admission to Metropolitan State University**: In order to apply into the Social Work Program, you first must apply and be admitted to Metropolitan State University. It is recommended students do this as soon as possible so you can be assigned to an advisor.

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| **Are you currently a Metropolitan State University Student?** | Yes | No |
| **Please list the colleges or universities you’ve previously attended in the box below:** | | |
|  | | |

**General Education:** In order to graduate, the University requires completion of the General Education: 40 or more credits in Goal areas 1 to 10; and, Liberal Studies (GELS) requirements: 8 upper division class credits for Liberal Studies. University student records will be obtained upon receipt of application for program admission. If you have an Associate of Arts Degree from a Minnesota State College, it is likely that you have completed the requirements for General Education goals 1 to 10.

**How to Apply:** Students may apply to the Social Work Program at any time. Complete this form and submit it by the deadline to [*sowk.admission@metrostate.edu*](mailto:sowk.admission@metrostate.edu)*.*

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| **Application Deadline** | **Full-time or Part-time Cohort** | **Program Cohort Start** |
| October 1 | 1 full-time, day cohort | Spring |
| March 1 | 1 full-time, day cohort  and  1 part-time, evening cohort | Fall |

**Social Work Prerequisite REQUIREMENTs**

**1) Credit requirements:**

Students must complete a minimum of 60 credits before they are admitted to the Social Work program. Your Metropolitan State University student records must indicate completion of 60 or more credits from Metro or transferred from other institutions. Please submit any outstanding transcripts.

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| Total semester credits completed: |  |
| Total semester credits in-progress: |  |

**2) Course requirements:**

Please indicate your plan to complete all social work course prerequisites before you begin the program.

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| **Course** | **Additional Consideration** | **Term and Year** | **Course Title** | **Taken at:**  ***Name of College or University*** |
| Political Science: US American Government and Politics |  |  |  |  |
| Human Biology or Biology of Women | *Human Anatomy and Physiology may be substituted* |  |  |  |
| Developmental Psychology | *Lifespan* |  |  |  |
| Psychology | *General Psychology recommended or any psychology course-not developmental* |  |  |  |
| Racial/Ethnic Awareness | *Content on people of color or Native Americans in U.S. required* |  |  |  |
| Introduction to Sociology | *Any Sociology* |  |  |  |
| Introduction to Social Work | *Intro to Human Services from a community college may be substituted* |  |  |  |

**3) Reference LETTERs**

**Please submit two letters of reference**. Both references should come from a person who is knowledgeable about your professional, volunteer, or social advocacy experience, particularly with diverse communities. You should **NOT** submit an academic reference from a professor or academic advisor, unless that individual has direct knowledge about your professional, volunteer, or social advocacy experiences.

Appropriate references could include a work supervisor, volunteer coordinator, individuals you’ve collaborated with during social advocacy, or anyone who can speak in detail about your professional, volunteer, or social advocacy activities with diverse communities.

**The reference letters should emphasize your commitment to and experience with people of color** **and/or Native Americans.** Letters should have original signatures and contact information for the referring individual.

**There are three ways you may submit your reference letters:**

1. Application: Submit the letters yourself with your application via email, or
2. Email: Ask the referring individual to email them directly to the Social Work Department at:
   * [sowk.admission@metrostate](mailto:sowk.admission@metrostate), or
3. Postal: Mail or have the referring individual send the letters to the mailing address below:

**Social Work Admissions**

**700 East Seventh Street, Saint Paul, MN 55106**

**Please check one:**

I *retain*the right to view or receive a copy of the reference letter from the writer.

I *waive* the right to view or receive a copy of the reference letter from the writer.

**1st Community Reference** *(Person who has direct knowledge about your career interests as well as any relevant professional, volunteer, and/or social advocacy experiences you’ve had with diverse communities. Your reference should also discuss your experience with and commitment to serving communities of color).*

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| **Name of Reference:** | |  |
| **Telephone:** |  | |
| **Email:** |  | |
| **Mailing Address:** |  | |

**2nd Community Reference** *(Person who has direct knowledge about your career interests as well as any relevant professional, volunteer, and/or social advocacy experiences you’ve had with diverse communities. Your reference should also discuss your experience with and commitment to serving communities of color).*

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| **Name of Reference:** | |  |
| **Telephone:** |  | |
| **Email:** |  | |
| **Mailing Address:** |  | |

**4) PERSONAL STATEMENT**

Please submit a personal statement by responding to the prompts below. **The personal statement should be typed in an essay format and attached to this application.**

**TIP 1**: Please take care to write your responses with grammatically correct sentences. Your responses here will be reviewed as an example of your writing ability. The overall clarity, quality, and content of your written responses will be evaluated as part of your application.

**TIP 2**: To obtain a favorable review, it is important that you respond to **ALL** **FIVE** of the prompts below. Your response to all prompts combined should be no more than 1000 words in total.

**Required Prompts for Personal Statement**

1. Why do you want to be a social worker? (150-200 words)
2. What do you dream of doing in your social work career? (100-150 words)
3. What population do you want to serve and in what work setting? (100-150 words)
4. What personal qualities do you possess which will assist you in the social work profession? (150-200 words)
5. Finally, please describe your experience working with people of color or Native Americans. The department is interested in your experience relating to people of color or Native Americans at any level of an organization. (150-300 words)
   * *The context or environment is more important than the type of work. For example, work experience in a restaurant where all staff including managers are people of color or Native Americans is preferable to experience at a social service agency where only the clients are people of color or Native American, but the staff and managers are not.*

**5) EXPERIENCE**

List two social work or human services related experiences you’ve had or provide supplementary information on a separate page as needed.

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| **Program, agency, or other experience:** | | | | |  | | | | |
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| **Start Date:** |  | | | **End Date:** | |  | |
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| **Select all that apply:** | | **Paid;** | **Volunteer;** | | | | **Internship;** | | **Life** |
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| **Describe your responsibilities, activities and outcomes:** | | | | | | | | | |
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| **Describe the setting/environment of the experience:** | | | | | | | | | |
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| **Program, agency, or other experience:** | | | | |  | | | | |
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| **Start Date:** |  | | | **End Date:** | |  | |
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| **Select all that apply:** | | **Paid;** | **Volunteer;** | | | | **Internship;** | | **Life** |
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| **Describe your responsibilities, activities and outcomes:** | | | | | | | | | |
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| **Describe the setting/environment of the experience:** | | | | | | | | | |
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**6) Requirements of the Social Work Program for program and degree completion:**

* **Background Check:** A criminal background check will be required for internships at the Community Learning Center and Senior Placement. A criminal background check is also required for Social Work Licensure in Minnesota.
* **Assessment**: The department requests participation in Social Work Program assessment activities while enrolled in the social work program and at graduation.
* **Driver’s License and Proof of Insurance**: Proof of driver’s license and proof of insurance may be required for your Community Learning Center and Senior Placement internships.
* **Drug Test:** A drug test may be required for internships at the Community Learning Center and/or Senior Placement. A drug test is commonly required for county internships.
* **Vaccinations:** Students may be required to provide proof of vaccinations for the junior or senior internship, as per internship agency policy. If a student is not able to provide the necessary documentation, it may delay the internship and progress towards the social work degree.
* **Advising:** Students are expected to meet with their advisor every semester to review progress in the program, determine if program and graduation requirements are being met, and to register for classes.
* **Professional Internships:** Students in our program complete two internships. Each internship is 300 hours. The 300 hours will be completed over one semester for full-time students and across two semesters for part-time students. Internship hours must be completed Mon-Fri during business hours from 8 AM to 5 PM. Students are expected to alter their work schedule to meet this expectation. Full-time students typically spend 20 hours a week at their internship and part-time students typically spend 10-12 hours a week.
* **Statistics Requirement:** Statistics must be taken **before** you can enroll in SOWK 552, Community Research and Advocacy during the senior year. The program recommends you take this class in the second semester of your junior year. Please note students must successfully complete a Math prerequisite before they are allowed to enroll in Statistics.

**7) Multicultural Child Welfare Title IV-E Program:** The Multicultural Child Welfare Title IV-E Program prepares social work students to be multicultural child welfare generalist practitioners. Students receive a tuition stipend each semester they are in the program and complete their senior field placement in a public or tribal child welfare agency and take an additional class, Multicultural Child Welfare Seminar (SOWK 584). Following graduation students are expected to work in public child welfare in county, state, or tribal child welfare agencies for a time proportional to the time they received a tuition stipend.

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| **Would you like a “Child Welfare Title IV-E Scholar” Application?** | **Yes** | **No** |