October, 2005

Dear Advanced Standing Applicants:

Thank you for your interest in the Advanced Standing MSW degree program. This a very rigorous program that requires students to have an outstanding academic and field record from their BSW experience. **Read this letter carefully as it contains essential details about your Advanced Standing application.**

All documents (except the research prospectus) in support of your application for Advanced Standing in the Master of Social Work Degree Program must be received by **February 21, 2006**. Please bring or mail application materials to the Division of Social Work. **Post-marked application materials received after 4 p.m. will not be accepted**

If you have not yet received a letter of acceptance to the regular two-year graduate program, but would still like to be considered for Advanced Standing, please complete the application process and request that a your practice professor/field liaison and field instructor complete letters of evaluation. **Faculty and field instructors should submit their evaluations directly to the Division of Social Work.**

Students applying from colleges other than CSUS may obtain an evaluation from your most recent practice instructor (faculty) and your supervisor (field instructor) from your internship.

Your application for Advanced Standing will be held until a decision about admission to the graduate program has been made. All applicants must verify that they have secured their baccalaureate degree in social work by July 2006 or lose their conditional admission to advanced standing.

Once admitted to the two-year graduate program, a faculty committee will then review your documents for Advanced Standing to determine whether or not you qualify. The Division will notify all applicants about their eligibility for Advanced Standing only after applicants have been accepted into the regular MSW program.

If you are admitted to Advanced Standing, you must submit **the acknowledgement to attend form** and **field application** to the Division of Social Work, no later than May 12, 2006. These forms will be provided in your acceptance packet.

A **required orientation** to the Advanced Standing program will be held on May 26, 2006 in Mariposa Hall 5002. Non-attendance will be seen as intentional withdrawal from the program. There will be no make-up sessions available for this orientation. Occasionally, it is necessary to change the scheduled meetings for Advanced Standing students, therefore, it is the responsibility of the student to check with the Division for updates to the calendar of scheduled meetings for Advanced Standing students.

If you have any questions about Advanced Standing, please contact Dr. Wandarah Anderson, Committee Chair, at (916) 278-7069 or wanderson@csus.edu or Irma Salas at (916) 278-5898.
Advanced Standing Policy and Eligibility Requirements

The Division of Social Work provides 28 units of Advanced Standing in the Master of Social Work program to no more than 20 eligible and qualifying students.

The eligibility criteria requires that applicants have:

1. Been awarded a baccalaureate degree by a social work program accredited by the Council on Social Work Education and awarded within five years (2000) prior to admission the graduate program.

2. A grade point average of 3.3 or better in the last 60 units.

3. A grade of “B+” or better in the equivalent undergraduate courses for which advanced Standing in the graduate program is requested.

4. Received unconditional classified graduate status and been admitted to the graduate program (with the exception of completing the Writing Proficiency Exam). If you are awaiting notification regarding admission, you may still apply.

5. Submitted an application for Advanced Standing, which includes a letter of recommendation from a full time/tenured track faculty member and most recent field instructor evaluation.

6. Submitted an acceptable research prospectus for a thesis/research project.

7. Completed at least two semesters each of Human Behavior and the Social Environment, (or documentation of equivalent course content). Social Work Practice, and Field Education (practicum).

8. Completed at least two semesters each of courses focused on cross-cultural or multicultural content.

9. Completed one semester course each on research methods and social welfare policy.

10. Submitted Advanced Standing Application with evaluations by **February 21, 2006.**
Eligibility is ascertained through a review of transcripts and related documents in the applicant’s file. Qualifying applicants must demonstrate coverage and mastery of the professional foundation curriculum in those areas for which Advanced Standing is requested and will be assessed for preparedness for advanced graduate study. Coverage of the content is ascertained through a review of records, of course descriptions, course syllabi, and bibliographies supplied by the applicant. Mastery is determined by the grade-point average and course grades as outlined above. Preparedness assessment will be based on post-baccalaureate social work experience, the applicant’s personal statement submitted as part of the admissions materials, an acceptable research prospectus, and the evaluations of your practice professor and a field instructor.

Students not awarded Advanced Standing can avoid redundancy by exercising existing policy pertaining to credit by examination and waiver. In accordance with University policy, up to six units can be awarded to successful candidates for credit by examination and up to six units by waiver.

If you have any questions about Advanced Standing, please contact Dr. Wandarah Anderson, at (916) 278-7069 or Irma Salas at (916)278-5898. If you are interested in applying for Advanced Standing, meet the criteria, and are willing to follow these steps, please submit your application by Tuesday, February 21 2006. The prospectus is scheduled to be due by early July. Further correspondence from the Division will notify you of the exact date.

The Division will notify applicants who qualify for Advanced Standing are notified shortly after applicants receive notification of acceptance into the MSW program. If you are awarded Advanced Standing, you must submit a letter to the Division by May 12, 2006, indicating your intention to accept Advanced Standing.
I wish to apply for Advanced Standing in the Master of Social Work Degree Program at California State University, Sacramento. I understand that Advanced Placement means by-passing the professional foundation year and immediately entering the advanced (residency) curriculum which includes advanced generalist practicum and practice courses, advanced generalist policy, the completion of a thesis/research project, and three electives.

I received my baccalaureate degree in the following year ____________.

Having received a minimum grade of “B+” (not “B”), please list below the professional foundation courses and include course numbers, names, and grades. Identify the name(s) of the college/school where courses were completed.

1. Two courses in cross-cultural or multicultural and gender content

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<td>2.</td>
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<td>Two courses in social work practice</td>
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<td>Two courses in field instruction</td>
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<td>One course in social welfare policy and services</td>
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<td>6.</td>
<td>One course in research methods</td>
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I understand that eligibility for Advanced Standing includes my demonstrating at least a grade point average of 3.3.

I further understand that the assessment of my readiness for advanced academic study (Advanced Standing) includes evaluations from a former professor who is a full-time faculty member and a former field instructor on the forms provided. I am responsible for securing the evaluations on the forms provided by the Division of Social Work, CSUS, which are to be sent directly to the Division from the referring source in a sealed envelope that is signed over the seal. Reference and evaluation forms must be mailed or delivered in a sealed envelope. Students should not bring them in.

If found eligible, I will prepare a research prospectus that describes the subject I wish to study (a statement of the problem), what I hope to achieve (a statement of research objectives), the relevance of my research to social work, my approach to studying it (a theoretical framework that will guide my research, research methodology, and proposal on how to collect data), and some of the resources I have already or will begin to examine (major writers and works on the subject, library and other resources). Thesis proposal due July 2006.

If qualified but not awarded Advanced Standing due to the limited number of slots available, I understand the Division of Social Work will assist me to avoid curriculum redundancy by allowing me to apply to waive two (2) courses. I might also pursue credit by examination when the fall semester begins.

________________________________________
Signature

________________________________________
Print Name

________________________________________
Social Security Number

________________________________________
Date
Directions for Advanced Standing Reference Forms

The following form(s) are used to determine placement in the Advanced Standing Program of the Division of Social Work at California State University, Sacramento. You should be completing these forms if you are the student’s social work practice instructor and/or field liaison.

Fill out both forms if you serve both functions. In some cases you may be the field liaison and not the practice instructor and vice versa. If this is true in your case, please complete only the form that relates to the position you had for the student who is applying for Advanced Standing. Please mail this form directly to the Division of Social Work

Each item contains standards and competencies related directly to our student standards for academic performance, ethical behavior, responsibility for learning, critical thinking, communicating skillfully, working collaboratively for others and taking responsibility for obstacles to learning. These standards cover both academic and field areas. The following is an explanation of the values for the rating scale which you will use to rate student competences related to the standards in each item.

Part I: Practice Instructor

Please rate the applicant according to each of the criteria listed below, reflecting his or her performance in the classroom most of the time. In the space provided, place the number that most closely corresponds to your estimate of the student’s performance in each objective.

3 = Student performs at the level of competence above the average BSW student.
2 = Student performs at a level of competence at the same level as the average BSW student.
1 = Student performs at a level of competence below as the average BSW student.

IN THE CLASSROOM

1. _____ The student understood the importance of regular, punctual attendance.

2. _____ The student was prepared to learn, set learning goals, actively engaged in learning tasks, used available resources, and met deadlines and due dates.

3. _____ The student has acted in an ethical and principled manner.
4. ______ The student demonstrated appropriate boundaries with her/his peers and the instructor.

5. ______ The student took responsibility for learning and demonstrated intellectual curiosity and initiative. The student has demonstrated critical thinking by their willingness to question and their readiness to reconsider issues discussed in class.

6. ______ This student has communicated effectively by demonstrating excellent oral communication skills. The students’ work has been clear, organized, and presented in a professional manner.

7. ______ The students’ written work demonstrated a clear understanding of theoretical and conceptual frameworks presented in class. The student has exceeded the minimum requirements of tasks to create products or performances that reflect skill, creativity, sophistication, and scholarly achievement.

8. ______ The student has worked collaboratively with classmates and/or the instructor.

8. ______ The student demonstrated leadership skills and abilities by initiating his/her own involvement, setting and achieving goals, was an active learner who acknowledged his/her peers contributions, and worked towards solutions

Print Student’s Name

____________________________________________________________________________

Print Practice instructor’s name

____________________________________________________________________________

Signature of Practice instructor            Date

If we have further questions about your assessment of this student, what is the best way for us to reach you?

Phone #__________________________ email__________________________

Thank you very much

*PLEASE NOTE THAT THERE ARE SEPARATE FORMS FOR:
  1. FIELD LIAISON – WHO IS YOUR PRACTICE INSTRUCTOR
  2. FIELD LIAISON - WHO IS NOT YOUR PRACTICE INSTRUCTOR
  3. FIELD INSTRUCTOR - MSW SUPERVISOR ONLY

STUDENTS ARE RESPONSIBLE FOR MAKING SURE THE PROPER FORMS GET TO THE APPROPRIATE PERSON.

*AT CSUS THIS FORM TO BE FILLED OUT BY PRACTICE INSTRUCTOR
Directions for Advanced Standing Reference Forms

The following form(s) are used to determine placement in the Advanced Standing Program of the Division of Social Work at California State University, Sacramento. You should be completing these forms if you are the student’s social work practice instructor and/or field liaison.

Fill out both forms if you serve both functions. In some cases you may be the field liaison and not the practice instructor and vice versa. If this is true in your case, please complete only the form that relates to the position you had for the student who is applying for Advanced Standing. Please mail this form directly to the Division of Social Work, 6000 J. Street., California State University, Sacramento CA 95819 C/O Irma Salas.

Each item contains standards and competencies related directly to our student standards for academic performance, ethical behavior, responsibility for learning, critical thinking, communicating skillfully, working collaboratively for others and taking responsibility for obstacles to learning. These standards cover both academic and field areas. The following is an explanation of the values for the rating scale which you will use to rate student competences related to the standards in each item.

Part II: Field liaison

Please rate the applicant according to each of the criteria listed below, reflecting his or her performance in field most of the time based on your observations. In the space provided, place the number that most closely corresponds to your estimate of the student’s performance in each objective.

3 = Student performs at the level of competence above the average BSW student.
2 = Student performs at a level of competence at the same level as the average BSW student.
1 = Student performs at a level of competence below as the average BSW student.

FIELD RELATED OBSERVATIONS

1. _______ The student assumed responsibility for any learning and prioritized the need to act on any obstacles that may have been present.

2. _______ The student strove to increase self-awareness about learning style, professionalism and use of self to maximize benefits from all learning experiences.
3. The student worked effectively with others, regardless of level of authority. When appropriate the student advocated for him/her self in an appropriate and responsible manner and used proper channels for resolving differences.

4. The student showed a willingness to receive and accept feedback and supervision in a positive manner, as well as use such feedback to enhance personal and professional development.

5. The student was prepared to learn, set appropriate learning objectives, actively engaged in learning tasks.

6. The student has behaved in an ethical manner and has substantially understood and adhered to professional and personal codes of conduct that reflect a respect for self and others.

7. The student reflected on and evaluated information, details, evidence, and/or his or her own ideas and work in order to draw conclusions, solve problems, and/or conduct investigations.

8. The student progressed in skill level through demonstration of appropriate intervention with client systems in agency setting.

Print Students Name
______________________________________________________________________________
Print Field Liaison’s Name

Signature of Field Liaison           Date

If we have further questions about your assessment of this student, what is the best way for us to reach you?

Phone #__________________________ email__________________________

Thank you very much.

*PLEASE NOTE THAT THERE ARE SEPARATE FORMS FOR:
   4. FIELD LIAISON – WHO IS YOUR PRACTICE INSTRUCTOR
   5. FIELD LIAISON - WHO IS NOT YOUR PRACTICE INSTRUCTOR
   6. FIELD INSTRUCTOR - MSW SUPERVISOR ONLY

STUDENTS ARE RESPONSIBLE FOR MAKING SURE THE PROPER FORMS GET TO THE APPROPRIATE PERSON
FIELD INSTRUCTOR EVALUATION
(Field Instructor Only)

Due February 21, 2006 at 4 p.m.

The attached form is used to determine placement in the Advanced Standing Program of the California State University-Sacramento Division of Social Work. Students accepted into this program are able to proceed directly into the second year of the Masters program. Your input concerning your student’s performance in his or her field placement is an important factor in determining acceptance on an Advanced Standing basis. Please mail forms directly to the Division of Social Work, 6000 J. Street, California State University, Sacramento, CA 95819 C/O Irma Salas.

Each item of the evaluation tool reflects standards and competencies relating to the development of a student’s professional self. We ask you to rate the student according to a three point likert-type scale described on the following below

Please make sure you sign the last page of the form. Thank you very much.

Please rate the applicant according to each of the criteria listed below, reflecting his or her performance in field most of the time based on your observations. In the space provided, place the number that most closely corresponds to your estimate of the student’s performance in each objective.

3 = Student performs at the level of competence above the average BSW student.
2 = Student performs at a level of competence at the same level as the average BSW student.
1 = Student performs at a level of competence below as the average BSW student.

1. _____ Student demonstrates knowledge of NASW Code of Ethics & conducts self according to all aspects of the Code, especially regarding the key values of confidentiality, self-determination, non-judgmental attitude & maintenance of appropriate boundaries. Recognizes ethical dilemmas.

2. _____ Student recognizes own biases, values, attitudes and feelings about others’ backgrounds, ethnicities, cultures, religions, lifestyles, personalities. Recognizes potential impact of own history on perception of others.
3. _____ Student is able to work with clients/client systems of various cultural, ethnic & racial backgrounds, regardless of gender, sexual orientation, age or disability, and with a variety of problems and value-sensitive issues.

4. _____ Student understands & applies Social Work values regarding social & economic justice, and recognizes impact of oppression and discrimination on clients and communities.

5. _____ Student has become knowledgeable about agency mission, organizational structure & protocols.

6. _____ Student adheres to agency expectations re: working hours, attire, conduct, and professional demeanor.

7. _____ Student manages time well, and is able to prioritize daily work tasks and client requests.

8. _____ Student exhibits a high level of personal maturity, and demonstrates ability to cope with stress appropriately.

8. _____ Student uses supervision proactively and effectively. Accepts & utilizes constructive feedback in non-defensive manner.

10. _____ Student takes advantage of additional learning opportunities (e.g., seminars, staffing, consultations. Uses professional literature.

11. _____ Student formed effective working relationships with peers, supervisors, administrators & members of the community.

12. _____ Student has demonstrated effective written and oral communication skills according to agency expectations.

13. _____ Student can establish effective working relationships with clients/ client systems. He/she is able to develop & maintain trust, communicate empathy & respect.

14. _____ Within the context of the agency, student conducts effective biopsychosocial assessments on clients & client systems, applying the strengths & ecological perspectives.

15. _____ Within the agency context, student exhibits an understanding of organization dynamics and relationships, and a beginning understanding of organizational assessment.

16. _____ Within agency context, student is able to develop and implement appropriate intervention plans with client systems, utilizing intervention strategies appropriate to the agency mission and client system needs.
17. _____Student demonstrates culturally competent skills sensitive to needs of diverse client systems.

18. _____Student recognizes impact of social and organizational policy on target populations. Familiarizes self with organizational, legislative and other policy-making processes in order to participate in the betterment of the lives of client/client systems.

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Print Students Name

Print Field Instructor’s Name

Field Instructor’s Signature  Date

Agency

Date(s) you provided field instruction to this student.

If we have further questions about your assessment of this student, what is the best way for us to reach you?

Phone #__________________________ email__________________________

Thank you very much

*PLEASE NOTE THAT THERE ARE SEPARATE FORMS FOR:
  7.  FIELD LIAISON – WHO IS YOUR PRACTICE INSTRUCTOR
  8.  FIELD LIAISON - WHO IS NOT YOUR PRACTICE INSTRUCTOR
  9.  FIELD INSTRUCTOR - MSW SUPERVISOR ONLY

STUDENTS ARE RESPONSIBLE FOR MAKING SURE THE PROPER FORMS GET TO THE APPROPRIATE PERSON
Checklist for Advanced Standing

☐ Completed Application for Two-Year MSW Program
☐ Completed Application for Advanced Placement
☐ Enclosed Completed Field Liaison Evaluation of Student Form
☐ Enclosed Completed Field Instructor Evaluation of Student Form