

**Department of Social Work**  
**POST MSW – Professional Educators**  
**License (Endorsement)**

*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) complete the Graduate Application and follow the instructions in the Supplemental Packet; 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 April 15<sup>th</sup>.
- 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 So. King Drive  
ADM 2001  
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- PEL Program.

Dear Prospective Student:

Thank you for your interest in our CSU Post MSW- PEL 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 **April 15<sup>th</sup>**. Late applications are reviewed ~~and~~ **fall 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- PEL 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 this supplemental packet or the university's website ([www.csu.edu](http://www.csu.edu)). If you still have questions and are not able to attend an information session, please feel free to call us. m

Supplementary Application Instructions for Admission to the Post MSW-PEL Program.  
Please also complete the Graduate Application

1. You must successfully meet the ILLINOIS STATE BOARD OF EDUCATION| MINIMUM REQUIREMENTS FOR STATE PROFESSIONAL EDUCATORS LICENSURE. cessfully3cAL

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 CHICAGO STATE Post MSW PROGRAM 1  
 LETTER OF RECOMMENDATION 1

Instructions to Applicant 1

Complete the top waiver information and give the form to your recommender along with a stamped envelope addressed to:

The Graduate School 1  
 Chicago State University 1  
 9501 So. King Drive 1  
 ADM 2001  
 Chicago, IL 606281

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 1 No 11

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. School Social Work students are carefully selected because of the serious responsibility they assume in providing services to students, families and school personnel to promote and support students academic and social success. School Social Workers are the link between the home, school and community in providing direct as well as indirect services. Qualities such as emotional stability, sensitivity, resourcefulness, sound judgment, cultural competency and tolerance are important for successful work

Name

3. Summary Evaluation 1 1 1

Using the chart below, please rate the applicant relative to other students or employees whom you have known in a similar capacity. 1 1 1

1	No Basis for Judgment	Below Average	Average	Above Average	Outstanding
1) Intellectual Ability	1		1		1
2) Openness to learning with ability to change		1		1	
3) Ability to work cooperatively	1 1		1	1	1
4) Emotional stability and maturity		1		1	
5) Communication Skills Oral	1	1		1	1
6) Communication Skills Written	1 1		1	1	1
7) Ability to analyze a problem and formulate a solution		1		1	
8) Commitment to the profession of school social work		1		1	
9) Sensitivity to and capacity for accepting differences in race, class, culture, lifestyle, and ideas.		1		1	
10) Ability to work collaboratively with teams		1		1	
11) Time and energy to be a successful student and satisfy the requirement of field hours in a school setting		1		1	

RECOMMENDATION 1

\_\_\_ 1 No, I do not recommend for admission at this time. 1

\_\_\_ 1 Yes, I recommend with some reservations. 1

\_\_\_ 1 Yes, I recommend. 1

\_\_\_ 1 Yes, I strongly recommend the applicant and believe he/she has demonstrated the capacity to achieve at a superior level in graduate study in 1 1

Signature \_\_\_\_\_ 1 1 1 1 1 1

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Date \_\_\_\_\_ 1 1 1 1 1 1

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CHICAGO STATE Post MSW PROGRAM 1  
LETTER OF RECOMMENDATION 1

Instructions to Applicant 1

Complete the top waiver information and give the form to your recommender along with a 1 stamped envelope addressed to: 1

cultural competency and tolerance are important for successful work in the field of school social work. Within this



Address \_\_\_\_\_ 1 \_\_\_\_\_ 1 \_\_\_\_\_ 1 \_\_\_\_\_ 1 \_\_\_\_\_ 1 \_\_\_\_\_ 1

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Date \_\_\_\_\_ 1 \_\_\_\_\_ 1 \_\_\_\_\_ 1 \_\_\_\_\_ 1 \_\_\_\_\_ 1 \_\_\_\_\_ 1 \_\_\_\_\_ 1

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CHICAGO STATE Post MSW PROGRAM 1  
LETTER OF RECOMMENDATION 1

Instructions to Applicant 1

Complete the top 1

Social Workers are the link between the home, school and community in providing direct as well as indirect services. Qualities such as emotional stability, sensitivity, resourcefulness, sound judgment, cultural competency and tolerance are important for successful work in the field of school social work. Within this context, please attach a

Address	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>		1		1
	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	1		1	1
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