



Master of Social Work Degree Program

8600 University Boulevard Evansville, IN 47712

www.usi.edu/socialwork 812/464-1843

Admission Application Application Deadline: February 1

PLEASE TYPE OR PRINT CLEARLY

M.S.W. Degree Program Plan: (Please check only one)

USI Campus

- Two Year Full Time Track
- Advanced Standing Full Time Track*
- Three Year Evening Track

*Advanced standing: Students must have earned a B.S.W. degree within the last five years from a CSWE accredited program

Complete Legal Name _____
Last First MI.

Name(s) appearing on transcripts if different from the applicant's current name

Social Security Number _____ Student ID Number _____
(Social Security Number is required to complete the Zachary Law Check) (USI Students Only)

Local Address _____
Street Address City State Zip

Permanent Address _____
Street Address City State Zip

Home Phone Number _____ Work Phone Number _____ Ext. _____

Cell Phone Number _____ E-Mail Address _____

The information in this section is requested solely for the purpose of reporting data to the Council on Social Work Education and determining compliance with federal civil rights laws. Your response to the following questions is completely voluntary and will not affect consideration of your application.

Birth date ____/____/____ Place of Birth _____
Month Day Year State City

Sex: Male _____ Female _____

Ethnicity:

- | | |
|--------------------------------|---|
| _____ White | _____ Asian American |
| _____ African American | _____ Other U. S. Minority |
| _____ Chicano/Mexican American | _____ Foreign (in U.S. on student visa) |
| _____ Puerto Rican | _____ Unknown |
| _____ American Indian | |

EDUCATION

List in the order attended all colleges and universities including undergraduate and graduate work. Send official transcripts from all institutions attended to the Office of Graduate Studies. Students do not have to submit transcripts from the University of Southern Indiana). If currently enrolled, submit transcripts upon completion and posting of fall semester grades.

Name & Location of University	Dates Attended	Major	Degree Awarded

PREREQUISITE REQUIREMENTS

Prerequisite courses (or equivalents) must be completed with a grade of C or better. Identify courses from the list below that are complete or are in progress. You may submit a course syllabus for review to determine if courses meet the prerequisite requirements.

Course # and Title	College/University	Semester/Year Completed	Grade
Human Biology			
Introduction to Psychology			
Principles of Sociology			
Introduction to Political Science (or American Politics, or American National Government)			
Statistics*			
Research*			

*Statistics and Research prerequisites must have been completed within the last 10 years

HONORS, AWARDS, AND SCHOLARSHIPS

Academic honors, awards, certificates, or honorary scholarships:

PROGRAM STANDING

If you have attended a professional and/or graduate program at any institution of higher education, please indicate if you were ever dismissed from that program.

_____ I was dismissed _____ I was not dismissed

If dismissed, please state reason(s) why _____

ACADEMIC FIELD EXPERIENCES

Indicate degree program where internship or placement was completed (i.e. social work, psychology, sociology). _____

List field placements below.

Agency	Location	Dates

EMPLOYMENT

List all employment if employment is extensive submit a resume.

Occupation	Employer	Location	Dates

VOLUNTEER EXPERIENCE

List social work volunteer activities.

Agency	Location	Duties	Dates

REFERENCES

List names and addresses of your three professional references.

Name	Address	City	State, Zip	Phone #
Name	Address	City	State, Zip	Phone #
Name	Address	City	State, Zip	Phone #

Students are encouraged to review the reference form and request references from individuals who will be able to answer a majority of the questions asked. Acceptable references include:

- a. Faculty who are not on the Social Work MSW Admissions Committee
- b. Supervisors - employment or volunteer positions
- c. Individuals with professional knowledge of social work or human service who have provided direct supervision for the applicant.

References from relatives, friends, and family ministers or clergy are considered to be character references, and not appropriate for the MSW application unless the applicant held a paid position of employment or had exceptional volunteer experiences which were supervised by the individual.

CRIMINAL HISTORY*

Have you ever been convicted of a felony? _____ Yes _____ No
(Information necessary for license application)

Have you been convicted of a misdemeanor? _____ Yes _____ No
(Information necessary for license application)

Have you been convicted of a sex offense against children? _____ Yes _____ No
(Requirements of Indiana P.L. 11-1994)

Final admission to the program is contingent upon the completion of a satisfactory criminal record check (due prior to beginning classes in the fall). Once admitted to the program students will be required to submit criminal history checks prior to beginning of each field placement.

Public Law 11-1994

In order to fully comply with Indiana Public Law 11-1994 (conviction of sexual offenses against children), the Social Work Department will conduct a criminal history check of students requesting admission to the Master of Social Work Program. This check will be conducted at the point of admission and upon entering each field placement. A student who has been convicted of sex offenses against children as identified in P.L. 11-1994 will not be granted admission to or allowed to continue in the Master of Social Work Program

Individuals who were convicted of such crimes outside of the state of Indiana are required to report their intent to reside for more than seven days in an area within Indiana to local law enforcement authorities having jurisdiction in the area of intended residence.

I certify that I have never been convicted of a sex offense against a child in Indiana or in any other jurisdiction outside of Indiana. I am aware that the Social Work Department will conduct a criminal history check as outlined in P.L. 11-1994 as part of the admission process and field placement process for the Social Work Program. I am aware that any such conviction will result in my removal from the Master of Social Work Program. I understand it is my responsibility to correct any errors in the registry that result in my name being incorrectly listed in the registry, and provide verification of such correction to the University prior to any further consideration of admission to or continuance in the Master of Social Work Program

Signature: _____ Date: _____

***NOTE:**

Acknowledgment of criminal activity, (except P.L. 11-1994), is not automatic grounds for denial of an application. The admissions committee realizes that many people go into fields such as social work after facing and dealing with their own personal life issues. The purpose of this section is to ensure that students who are admitted to the program are not actively dealing with issues or exhibiting behaviors that would impair their ability to: 1) succeed in a rigorous program of study; 2) deal with people as an effective, helping professional; and/or 3) conform to the standards and expectations of the profession.

PERSONAL STATEMENT

Please provide a typewritten, double spaced narrative of four to five pages that addresses the following questions.

- 1.) What life experiences – personal, family, educational – have contributed to your decision to pursue social work?
- 2.) Describe the ways that your personal values, beliefs, and interests are congruent with the mission and philosophy of social work?
- 3.) What have you been in a situation/s when you had to deal with differences in age, race, disability, ethnicity, gender, or sexual orientation? Based on your experience, how do you plan to work with diverse and vulnerable people?
- 4.) Describe a situation in which you were the recipient/provider of help emotionally, socially or economically and if/how this situation impacted the desire to pursue an advanced degree in social work?
- 5.) Discuss any extenuating circumstances that may have affected past academic performance.

EVALUATION

Admission decisions for the MSW program are based on evidence of:

1. demonstrated academic competency through previous work
2. a commitment to social work values and ethics
3. a basic understanding of the social work profession
4. emotional maturity, stable mental/emotional processes
5. good writing skills: all written materials submitted are evaluated on punctuation, spelling, grammar, syntax, organization, and the ability to clearly express ideas.
6. critical thinking and analytic ability, including evidence of good judgment
7. relevant work and/or volunteer experience
8. successful completion of required course prerequisites
9. potential to develop into a sound professional social worker. Additional evaluative data may be required.
10. References- Students are encouraged to review the reference form and select individuals who will be able to answer a majority of the questions asked. References from faculty, supervisors in employment or volunteer positions and individuals with professional knowledge of social work or human services are preferred.
11. A personal interview is required of all applicants.

Applications will be reviewed when the MSW Program application packet and the Graduate Studies application have been received. You must submit the application, the \$25 application fee, and official transcripts from all colleges and universities attended to the Office of Graduate Studies. Students do not need to submit transcripts from the University of Southern Indiana. Students can check their status of their application by emailing wturner@usi.edu.

A student may be fully admitted to the program due to completion of all requirements, admitted on a conditional status, or admitted on a probationary status. A student who is denied admission may appeal in writing to the Admissions Committee. If the appeal is denied by the committee, the applicant may appeal the decision to the Chair of the Social Work Department. All information submitted during the application process becomes the property of the Social Work Department and will be kept confidential.

CERTIFICATION

THIS APPLICATION IS INCOMPLETE UNLESS SIGNED BY THE APPLICANT

I understand that failure to submit all required materials, withholding information requested on this form, or giving false information may make me ineligible for admission to the Master of Social Work program at the University of Southern Indiana or subject to dismissal. I certify that the statements I have made on this form are correct and complete.

SIGNATURE _____ DATE _____

It is the policy of the University of Southern Indiana to be in full compliance with all federal and state nondiscrimination and Equal Opportunity laws, orders, and regulations related to race, sex, religion, handicap, age, national origin, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era. Questions or concerns should be directed to the Affirmative Action officer, USI Human Resources Dept., Orr Center Rm. #012, University of Southern Indiana, 8600 University Boulevard, Evansville, IN 47712 (Telephone: 812/464-1815). Office hours are 8 a.m. – 4:30 p.m. Monday-Friday.

The Disabled Student Services Program is provided to help students overcome or compensate for obstacles related to a physical, emotional, or learning disability. Resources include a reader/taping service, test accommodations service, tutors, sign language interpreter services, note taker supplies, literature, and personal assistance. Program staff members work with all offices to ensure that reasonable and appropriate accommodations are provided to students with disabilities. A detailed brochure is available from the USI Counseling Center. Students requesting services must register with the Disabled Student Services program in the Counseling Center at least 60 days prior to date needed.



MASTER OF SOCIAL WORK REFERENCE

Application Deadline: February 1

TO BE COMPLETED BY THE APPLICANT

Name of Applicant _____

Name of Reference _____

This recommendation will become a part of your admission file. It will be used solely for admissions consideration and will not be disclosed to any unauthorized individual without your consent. If you are admitted to the Master of Social Work Program, you will be accorded access to its contents unless you voluntarily waive your right of access.

Notice of Waiver

I am aware of my rights under the Family Educational Rights and Privacy Act of 1974 to have access to letters of recommendation written on my behalf. You must sign and indicate whether or not you wish to waive your right of access.

_____ I would like to have this reference written in confidence, and I, therefore wish to waive my right of access to this reference.

_____ I wish to retain rights of access should I be admitted to the MSW Program.

Signature _____ Date _____

TO THE EVALUATOR

The applicant listed above has selected you as a reference. Completion of this form and a frank assessment of the applicant will greatly assist the Admissions Committee in determining whether the candidate should be admitted for graduate study. Under the 1974 Family Education Rights and Privacy Act, the applicant will have access to this recommendation unless he/she has waived that right.

The MSW degree involves an intensive program of graduate study with an expectation that the applicant will have a commitment to a professional career of serious responsibility. Sound intelligence, good judgment, and the ability to think clearly and communicate effectively are vital qualifications. Equally important are basic interpersonal skills, exemplified by good relationships with others. Emotional stability and maturity appropriate for advance social work clinical practice are essential. Motivation to enter the field of social work should include an awareness of social issues as well as a deep concern for people.

Please answer the questions on the form as fully as possible. After completing your letter of reference and the attached form, please place it in an envelope, seal the envelope, and sign it across the seal. **Return the signed, sealed envelope to the applicant well before the deadline indicated.** Typing is preferred but not required. Thank you for your assistance.

Sincerely,

Wendy Turner-Frey, Ph D, MSW
MSW Program Director

Please attach a letter of reference. Include information regarding how long and in what capacity you have known the applicant. Emphasize the applicant's strengths and challenges as a potential professional social worker.

Utilizing the table below, please evaluate the applicant in each category.

	Unable to Judge	Below Average	Average	Above Average	Outstanding
Level of maturity					
Intellectual ability					
Emotional stability					
Communication skills: written					
Communication skills: verbal					
Responsibility					
Understanding of self					
Ability to respect and work with diverse populations					
Ability to work with others					
Ability to analyze a problem & develop a solution					
Willingness to accept direction and/or supervision					
Commitment to social work values and ethics					
Critical thinking skills					
Understanding of the social work profession					

- RECOMMENDATION:** Yes, I highly recommend this applicant for admission
- Yes, I recommend
- Yes, I recommend with reservation
- No, I do not recommend for admission

Signature _____ Date _____

Agency/Organization _____

Title/Position _____

Telephone Number _____

Please sign and place in a sealed envelope and return to the applicant.



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