



Dear Prospective MSW Student,

Thank you for your interest in the MSW program at the University of Southern Indiana. This packet contains the following information:

- Graduate Studies On-line Application Information
- MSW Admission Requirements
- MSW Application Instructions
- MSW Application
- MSW Reference Forms
- Application Checklist

You may submit your completed application packet by mail or by dropping the packet off in person.

A student must apply to both the Graduate Studies Program and the Social Work Department. The application to Graduate Studies must be completed before your MSW application can be evaluated by the Admissions Committee. You are not required to take the GRE or other evaluative tests to apply to the MSW Program at USI.

You may find information on the MSW Program Tracks, Social Work Department goals and objectives, and course descriptions on the Social Work Department web page at [www.usi.edu/socialwork](http://www.usi.edu/socialwork).

The following programs are offered:

- Advance Standing Full Time One Year Track
- Advance Standing Evening Track (Begins Summer 2010)
- Two Year Full Time Track
- Three Year Evening Track

Information on tuition & fees is located on the USI web page [www.usi.edu/admissn/costs.asp](http://www.usi.edu/admissn/costs.asp). Click on the Cost Estimator and you can compute the costs of tuition and fees based on the number of credit hours you will be taking.

Information about Field Instruction can be found on the USI Social Work website at [www.usi.edu/socialwork/mswfieldmanual.asp](http://www.usi.edu/socialwork/mswfieldmanual.asp)

## **Students Right to Know Act**

**[www.usi.edu/depart/instires/pdf/SRTK.pdf](http://www.usi.edu/depart/instires/pdf/SRTK.pdf)**

**After reading all application materials please feel free to contact me with questions by e-mail [wturner@usi.edu](mailto:wturner@usi.edu) or by telephone at 812-465-1201.**

**Thank you for considering the University of Southern Indiana for your MSW Program studies.**

**Sincerely,**

**Wendy G. Turner-Frey, Ph. D, MSW  
MSW Program Director  
Associate Professor  
Social Work Department  
University of Southern Indiana**

**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 relating to race, sex, religion, disability, 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, and 8600 University Boulevard, Evansville, IN 47712. (Telephone: 812/464-1815) Office hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.**

## Graduate Studies Application Instructions

### Step One: Submit required materials to the Graduate Studies Office

#### 1. Submit application form and fee

The form to apply to Graduate Studies is available online. Review the admission requirements on the Graduate Studies Admission web page at [www.usi.edu/gradstud/appl.asp](http://www.usi.edu/gradstud/appl.asp)

At the bottom of the page under Application to Graduate Studies, click on the link for **Electronic Submission**. Follow the instructions to complete the application process.

Submit the application fee electronically by credit card (preferred) or mail a check (if necessary: on the check circle your name, write your social security number, and write “grad app fee” on the “for” line). After you submit the online application, the Graduate Studies Office will notify you that we have received it, if you enter your email address where requested.

#### 2. Request Your College’s Registrar’s Office to send **official** transcripts

Contact the Registrar’s Office of **each** undergraduate and graduate institution attended and ask them to send an official transcript of all your course work to the Graduate Studies Office at USI, 8600 University Blvd., Evansville, IN 47712. Transcripts and other educational records are **official** only if the issuing **institution sends them directly to the Office of Graduate Studies**. Course work from one institution reported as transfer credit on another school’s transcript does not constitute an official transcript. Failure to submit official transcripts from every institution will delay admission.

**NOTE: Your materials will be reviewed only when the Graduate Studies Office has received your submitted application, the \$25 one-time application fee, and official transcripts from all colleges and universities attended.**

#### 3. Instructions for International Students

See the Graduate Studies web site at [www.usi.edu/gradstud/appl.asp](http://www.usi.edu/gradstud/appl.asp) for specific information. Click on the Prospective Students tab and then the link for international students.

**Questions about application or admission to Graduate Studies should be addressed to:**

Phone: 812-465-7015, Fax: 812-464-1956, E-Mail: [gssr@usi.edu](mailto:gssr@usi.edu)

Office of Graduate Studies  
Wright Administration Building, Room WA 104  
University of Southern Indiana  
8600 University Boulevard  
Evansville, IN 47712

## MSW Application Instructions

- Read all requirements for admission to the MSW Program
- Print the application and type or handwrite the information requested
- Read the reference form, complete the top portion, distribute the reference forms and request that they be returned to you in a sealed envelope
- Mail or deliver the MSW application packet to:

University of Southern Indiana  
Social Work Department  
EDUC 0139  
8600 University Blvd.  
Evansville, IN 47712

Each packet should include the following materials  
**Original plus two copies** of the Master of Social Work application form.  
**Original plus two copies** of the Personal Statement  
**Three** letters of reference

## MSW Program Admission Requirements

Each student who applies for admission to the MSW Program must meet the following minimum requirements:

1. Admission to Graduate Studies
2. An earned Bachelor's degree from an accredited college or university prior to registration for MSW courses.
3. A 2.8 Grade Point Average on a 4.0 scale including all undergraduate course work attempted or a 3.0 grade point average on the last 60 semester hours or equivalent. (Rare exceptions may be made based on a case by case review.) Advance Standing applicants must meet additional standards see requirements below.
4. Evidence of writing skills compatible with graduate level standards. All written material submitted will be evaluated.
5. Evidence of potential to develop into a sound professional social worker. A personal interview will be required of all applicants.
6. Prerequisite Requirements: Applicants must complete all prerequisite courses with a grade point average of 3.0 or better (a grade no lower than C in any prerequisite will be accepted). Applicants may be enrolled in prerequisite courses during the semester they apply for the MSW Program. However, all prerequisite requirements must be completed by the first day of the semester a student expects to begin MSW classes. Students who

are completing prerequisite course work will be admitted on a conditional basis only. Any exceptions are handled on an individual basis.

**Applicants must complete the following prerequisite courses:**

The research and statistics prerequisite courses must have been completed **within 10 years** of beginning the MSW Program. Research and statistics courses from Sociology and Psychology are accepted, other disciplines will be evaluated on an individual basis. Prerequisite course content older than 10 years must be validated. A course can be validated by submitting a course description from the University Bulletin or Course Catalogue during the year in which the course was taken.

**A minimum of eighteen hours of social/behavioral sciences including:**

- Introduction to Psychology
- Introduction to Sociology
- Introduction to Political Science or Government (U. S. History is not a substitute for this requirement)
- Social Work or Social Science Research
- Social Work or Social Science Statistics - The statistics course must include content on quantitative manipulation and analysis of data, including both descriptive and inferential statistics. Courses in research methods and/or tests and measurements usually will not fulfill the statistics prerequisite.

**One Human Biology Course:**

Human Biology or evidence of course content in human biology i.e. knowledge of how human organisms develop throughout the life cycle is required. Content may be covered in one or a combination of courses. Students must submit copies of course descriptions and syllabi for courses they would like to have considered.

7. Students transferring from other graduate programs must submit an evidence of good standing verification form which is available from the Social Work Department. A total of 12 credit hours can be accepted as transfer to the MSW Program. All transfer courses must be evaluated by the MSW Program Director.
8. International students are expected to have a score of 550 on the paper-based Test of English as a Foreign Language (TOFEL) or 213 on the computer-based version.
9. Successful completion of the application process. It is the applicant's responsibility to provide all required materials to Graduate Studies and the Social Work Department by the application deadline.

**Note:** The USI MSW Program does not grant academic credit for life or work experience in lieu of social work course or field content.

## **Advanced Standing Requirements**

Students who have earned a BSW degree from a Council on Social Work Education (CSWE) accredited (or admitted to candidacy) program may be eligible to apply for advanced standing. Students must meet the requirements listed above and the following additional requirements.

10. Graduation within the last five years
11. A 3.0 overall grade point average on a 4.0 scale for all undergraduate work attempted; or a 3.0 grade point average in the last 60 semester hours taken in the undergraduate program. (Rare exceptions may be made on a case by case basis.)
12. Satisfactory completion of a 400 hour generalist field placement in direct practice with individuals, families, groups, and communities under appropriate social work supervision.
13. Advanced standing students will have transcripts and/or program content evaluated to determine if foundation content has been met. Students may be required to present copies of course descriptions, course syllabi, and/or assignments in order to document that appropriate content has been covered in the previous course of study.

## **Indiana Public Law 11-1994 and MSW Admission**

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 more than seven days in an area within Indiana to local law enforcement authorities having jurisdiction in the area of intended residence.

All questions concerning admission to the MSW program should be addressed to Dr. Wendy Turner-Frey, Ph. D., MSW, University of Southern Indiana, and 8600 University Boulevard, Evansville, Indiana 47712. Send a message to [wturner@usi.edu](mailto:wturner@usi.edu) or telephone 812/464-1201 to request information. Information can also be viewed on the website at [www.usi.edu/socialwork](http://www.usi.edu/socialwork)

**NOTE:** The University of Southern Indiana Master of Social Work program is fully accredited by the Council of Social Work Education.

## APPLICATION CHECKLIST

Please use the checklist below to track the completion of your application. Timely submission of all required information will avoid possible delays in processing the application.

1. Complete the on-line application Graduate Studies Office

[www.usi.edu/gradstud/appl.asp](http://www.usi.edu/gradstud/appl.asp) \_\_\_\_\_

submit the Graduate Application on-line or mail it to:

Office of Graduate Studies, WA 104L  
University of Southern Indiana  
8600 University Blvd.  
Evansville, IN 47712

2. Read all Requirements for Admission to the MSW Program \_\_\_\_\_

3. Send completed MSW Application Packet to:

University of Southern Indiana  
Social Work Department,  
Room 0129 EDUC  
8600 University Blvd.  
Evansville, IN 47712

The application packet must include the following materials:

- **Original plus two copies** of the Master of Social Work application form. **Sign and date all copies.** \_\_\_\_\_
- **Original plus two copies** of the Personal Statement \_\_\_\_\_

4. **Distribute and collect reference forms** \_\_\_\_\_

Please review the reference form and select individuals who will be able to answer a majority of the questions. References from faculty, supervisors in employment or volunteer positions are preferred.

On each reference form complete the portion that states - To Be Completed by The Applicant. Distribute the three forms and encourage the person to return the reference form and letter to you promptly.

All references should be completed on the form provided with the required reference letter attached. The individual who provides the reference must sign the completed form and return the form to the applicant in a sealed envelope.