



INDIANA UNIVERSITY

SCHOOL OF SOCIAL WORK

**IU EAST
MASTER OF SOCIAL WORK**

**APPLICATION FOR
ADMISSION & PROGRAM
INFORMATION**

2011-2012



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INTRODUCTION FOR PROSPECTIVE APPLICANTS

Indiana University East (IUE)

It is an exciting and challenging time when you begin to consider graduate school options. Professional social work education requires students at the master's level to undertake a rigorous program of classroom and field study. The Indiana University School of Social Work (IUSSW) seeks to admit individuals who have demonstrated competency through previous academic work, professional achievements, and volunteer commitments. A strong commitment to social justice and service to others should be evident in the application. The school also seeks to provide an ethnically and culturally diversified student body.

IU School of Social Work programs are offered at Indianapolis, South Bend, Gary, Richmond and Fort Wayne campuses. A new program is tentatively scheduled to begin at New Albany (IU Southeast). The administrative home of the IU School of Social Work (IUSSW) is on the IUPUI campus. You may apply to only one campus in an application cycle/year.

General information about the 2011-2012 Indiana University MSW program and the East (IUE) application are contained in this document. We recommend that you review the IUSSW and IUE websites in their entirety before beginning. You will find information there about financial aid, tuition, faculty, course descriptions, etc. The IUSSW website is www.socialwork.iu.edu and you will find links to other campuses where the MSW program is offered.

Applicants with a Bachelor of Social Work (BSW) degree from a CSWE accredited program conferred in 2007 or later must apply for advanced standing status. If granted this allows the applicant to enter the MSW program at the intermediate level, summer 2012 (which means credit is given for the first 15 hours of the MSW degree).

This is a self-managed application process – everything required must be submitted by the applicable deadline and in one application packet, not in separate mailings. **Incomplete applications will not be processed.** It is better to submit a completed application shortly after the priority date than it is to submit an incomplete application by the priority date of February 4th, 2011. Prospective students, who are not advanced standing, who submit their application by the priority date will receive early notification of their admission status by March 31st, 2011. The actual application deadline is April 29, 2011.

A complete application involves sending it by certified mail (regular mail is acceptable; however, certified mail with return receipt allows the applicant to be notified of the arrival of the application), or dropping it off in person by 5:00 pm on deadline dates. **Your application must be postmarked no later than the due date to be accepted.** You must also complete an online graduate school application. Each campus assesses a fee as a part of this process. The online application is a necessary and required step, and it must be completed before you turn in your paper application packet.

Application Deadline Dates

Consideration of applications for the 2011-2012 academic year will begin late in 2010, with preference given to those applications received by the priority date of **February 4, 2011**. It is advisable to submit your **complete** application packet to the School of Social Work well in advance of the priority date. Notification of decisions for applications received by the priority date will be sent out by March 31st. Applications received after the February 4th priority date will be processed and notifications will be made as long as space is available.

APPLICANTS PLEASE NOTE:

- All persons who will/have graduated with a BSW degree since 2007 or later must apply for Advanced Standing to be considered.
- **April 29, 2011** is considered the final deadline for the 2011-2012 academic year. Applications received after this date may be reviewed depending upon availability for spaces in the program but are not guaranteed review.
- International applications must be received by the university no later than **March 1, 2011**. However, international applicants are encouraged to meet the MSW February 4, 2011 priority application deadline.
- Applications must be postmarked by the above dates or if hand delivered must be received by 5:00 pm.

If after reading this document in its entirety you have any questions about the material in this application, or the application process, please feel free to contact Linda Melody-Cottongim at lmelody@iue.edu or 765-973-8535.

Thank you for considering the Indiana University School of Social Work at Indiana University East for your MSW degree.

Admission Requirements for All Applicants

A limited number of students are admitted each year. The following items are the minimum requirements for consideration for admission:

1. Evidence of an **earned bachelor's degree** from a college or university accredited by a recognized regional accrediting association, by providing an official transcript showing verification of the degree.
2. Evidence of **course work in liberal arts**, demonstrated by the successful completion of a minimum of **six courses in social or behavioral sciences**. Courses are accepted from the following disciplines: Psychology, Sociology, Anthropology, Economics, Political Science, Criminal Justice, and Social Work. An applicant may have no more than 3 pre-requisites from Economics or Political Science. Other listed majors may have all six pre-requisites from their discipline.

Applicants who are unclear whether a course will be accepted as a social or behavioral science pre-requisite course are encouraged to seek pre-approval. This may be done by submitting a syllabus or a course description Xeroxed from a school bulletin. A syllabus is preferable. Please send materials to Linda Melody-Cottongim at lmelody@iue.edu.

3. Evidence of successful completion of **one course in statistics**. This course can be taken in any discipline and on any level (graduate or undergraduate) so long as it was taken at an accredited college or university. The school does not recommend any specific course. The course may be taken pass/fail with approval. See pre-approved list in another folder on this CD. Applicants who are unclear whether a course will be accepted as a statistics pre-requisite course are encouraged to seek pre-approval. See above for pre-approval process.
4. An earned cumulative undergraduate grade point average (GPA) of at least 3.0 on a 4.0 scale in the final 60 credit hours (or 90 quarter hours) of the degree. Those seeking an exception to this requirement should utilize the Petition for Exceptional Consideration found in the 2011 Admission Application.

Admission to the Master of Social Work program is a very competitive process. Simply meeting the minimum requirements listed above does not guarantee admission.

INTERNATIONAL APPLICANTS

The following individuals are required to submit additional international application materials from the Office of International Affairs: foreign nationals or U.S. citizens, permanent residents, refugees, and political asylees who have completed their undergraduate studies outside the U.S. You must submit ***BOTH*** the Social Work Admissions Application as well as the International Application within the stated time frame.

International students must provide evidence of TOEFL (Test of English as a Foreign Language) or IELTS (International English Language System administered by the University of Cambridge ESOL Examinations) academic version examination within the past two years. Minimum scores for TOEFL are Paper-Based: 650; Computer-Based: 250; and Internet-Based: 100. Minimum scores for IELTS are 7.5-8.0.

International applications must be received by the university no later than March 1, 2011. However, for the MSW program, the priority date for applications is February 4, 2011. All international applicants are encouraged to meet this priority deadline.

International students wishing to attend the IUE may ask more questions in that social work campus office at 765-973-8535.

ADMISSIONS POLICIES APPLICABLE TO IUSSW APPLICANTS

Admissions Committee

The admissions process is guided by the MSW Admissions Coordinator and conducted by faculty serving on the MSW Admissions Committee. In evaluating applicants, faculty reviewers take into consideration the following factors:

1. Past academic performance as reflected in a cumulative undergraduate GPA.
2. Critical thinking skills and the ability to communicate effectively in writing as reflected in the required writing sample and application questions.
3. Graduate course work performance (if any).
4. Judgments by faculty reviewers of the candidate's commitment to social work and suitability for the profession, based on a reading of the application.
5. Length and type of work and volunteer experience.
6. Letters of reference.
7. Evidence of personal qualities considered important for the practice of social work.
8. Diversity considerations.

Applicants will receive one of four admission responses: Applicants are accepted, conditionally accepted (based on completion of pre-requisites or undergraduate degree); accepted on probation (based on successful completion of a requirement for a 3-credit hour writing course); or denied. Admission is competitive and the instructional resources of the school determine total enrollment.

Admissions Decisions

Neither the IUE MSW Director, Executive Administration, nor any admissions committee member will disclose to an applicant the reason admission is denied.

Probationary Admission

If an applicant demonstrates marginal scholarly writing skills, he/she may be admitted on probation with the addition of a 3-credit hour writing course that must be passed successfully (earn a B or above) prior to beginning MSW coursework. This may impact the date of matriculation for the applicant. If the writing course is completed successfully the applicant may then begin MSW coursework with the next cohort on the IUE campus. For a student admitted on probation who does not attend the writing course or pass with the required grade, the offer of admission will be rescinded.

Transfer Credit

A person with graduate credits in a behavioral science field may potentially transfer one three-credit hour course to the MSW program with the following caveats: the school must approve it as an elective and the course must not be more than five years old at the time of MSW graduation. Course work that is part of a conferred graduate or undergraduate degree may not be considered for transfer credit.

Incomplete Applications

Incomplete applications will be returned. They may be re-submitted if deadlines have not passed.

Transfer Students

Transfer students from other accredited MSW programs may apply at any time and may be accepted if space is available. Master of Social Work students interested in transferring to Indiana University must complete the entire IUSSW application and also provide the following additional documentation: a) a reference letter from the previous MSW Program Director stating that the student left the program in good standing and verifying the student's competence in the field of social work; b) an official transcript reflecting all completed MSW coursework; and c) a course syllabus from every MSW course completed to determine transferable credit in the IUSSW MSW curriculum.

This application is not subject to the same deadlines; it can be submitted at any time. Upon receipt of the completed application, the Admissions Committee will review the materials and decide if the applicant will be accepted into the program. If accepted, the student's transcript and course syllabi will be analyzed to determine which credits earned in another accredited social work program will transfer to Indiana University. In all circumstances, however, the transfer student must complete all required courses in the chosen IUSSW concentration curriculum.

Graduate Testing

The Graduate Record Exam (GRE), the Miller's Analogy Test (MAT), and other graduate tests are not required in order to be considered for admission into the MSW program at the Indiana University School of Social Work.

Continuous Enrollment

Students are expected to maintain continuous enrollment throughout their course of study. A student in good standing may request a temporary, time-limited leave of absence (Stop Out). Students initiate this process by contacting their faculty advisor. Failure to comply with notification to Stop Out may impact ability to register upon re-entry. Additionally, since a student has five years to complete the MSW degree, stopping out will most likely require the student to finish their degree on another campus.

Time Limitation

All requirements for the MSW degree must be completed no more than five years from the date of the student's first enrollment at the IUSSW.

Life Experience

Academic credit for life experience and previous work experience is not given in whole or in part toward the social work degree.

Repeat Applicants

Applicants who have applied to the Indiana University School of Social Work in past years will need to submit an entirely new application. We do not keep files for students who apply and are not admitted or who do not enroll. *Additionally, you must submit a new university graduate school application each year that you apply and are required to pay the application fee again.*

Sex Offender Policy

It is the policy of the School of Social Work that no students or applicants who have been convicted of sex offenses against children shall be eligible for admission or matriculation into the BSW, MSW or PhD programs. Procedures to implement the sex offender policy are under review for the IU system.

Frequently Asked Questions

IS SOCIAL WORK THE RIGHT CAREER FOR ME?

The National Association of Social Workers has a comprehensive site which offers much information about the profession of Social Work. Additionally, informative issues are discussed regarding advocacy and a copy of the Code of Ethics is provided which you must be able to follow in practice. You are encouraged to review all these areas before deciding if Social Work is the right career for you. The web site address is <http://www.socialworkers.org>.

WHEN CAN I APPLY FOR THE PROGRAM?

A potential student can submit their application anytime. It is wise to submit it as early as possible, even before the priority date of February 4, 2011. Advanced standing applicants are asked to please wait to submit your application until your fall grades are on your transcript if you have not yet graduated. The final deadline is April 29, 2011.

MY APPLICATION WAS SUBMITTED EARLY AND I STILL HAVE NOT HEARD. SHOULD I BE WORRIED?

No. The admissions committee reviews advanced standing applications first and then all other applications in order of starting dates. Many applicants will not receive a decision prior to mid-March.

HOW MUCH DOES IT COST TO APPLY TO THE MSW PROGRAM?

The cost for a university graduate school application to the MSW program is approximately \$50.00 at IUE. This money is collected through the on-line application process. This is the only fee for application.

DO I NEED TO SUBMIT MY GRE SCORES?

No, IUSSW does not utilize the GRE scores – they will not be viewed even if submitted.

WHAT IS AN OFFICIAL TRANSCRIPT?

An official transcript is one that comes from the University which typically has a raised seal or some other documentation that denotes authenticity. Sometimes, a student will get an envelope that says “not official once opened.” Please do not let that stop you from opening the envelope – as long as it is officially from the University, there will be no problems with IUSSW accepting it as official.

HOW ARE GPA'S FIGURED?

IUSSW requires a GPA of 3.0 for the final 60 credit hours (or 90 quarter hours) of an undergraduate degree. IUSSW uses a four point scale when calculating GPA. For admission review, we do not use a grade forgiveness policy. This requires us to calculate all undergraduate grades shown on all transcripts. Therefore, you need to be aware that the Cumulative Undergraduate Grade Point Average (GPA) used for our review may not correspond with what is listed on your final transcript. All applicants with an undergraduate GPA below a 3.0 must submit the "Petition for Exceptional Consideration" for the application to be reviewed.

Each applicant should check their transcripts to determine the value placed on each grade that was used to calculate their final GPA. Each school may vary in the scale they use for GPA calculation. In order to be equitable, IUSSW will figure all applicants GPA based on the following four-point scale:

A	=	4.0
A-	=	3.7
B+	=	3.3
B	=	3.0
B-	=	2.7
C+	=	2.3
C	=	2.0
C-	=	1.7
D+	=	1.3
D	=	1.0
D-	=	.7
F	=	.0

Every course is assigned a grade. The cumulative GPA is based on a formula that includes the number of credit hours of the course and the grade assigned divided by the total number of credit hours. [# credit hours X value of grade / total credit hours]

As an example:

$$\begin{array}{r} \text{S100} \quad 3 \text{ credits} \quad \text{B+} = 9.9 \text{ (3 X 3.3)} \\ \text{S150} \quad \underline{4 \text{ credits}} \quad \text{A-} = \underline{14.8} \text{ (4 X 3.7)} \\ \quad \quad \quad 7 \quad \quad \quad 24.7 \\ \quad \quad \quad 24.7/7 = 3.52 \text{ (GPA)} \end{array}$$

Each student needs to look at their final 60 credit hours (or 90 quarter hours), apply the above scale and formula to determine the exact GPA. When calculating your GPA, do not break semesters in half, but calculate approximately 60 credit hours to determine your GPA. You may have more than 60 when calculating, depending on your semester load. If you are very close to 3.0, you may want to fill out the Petition for Exceptional Consideration. This petition, if necessary because of your undergraduate GPA, is required even if you have completed more recent graduate level coursework with a higher GPA. Also, do not round GPA numbers. For example, a GPA of 2.98 is not rounded up to 3.0. You are asked to calculate your GPA with these guidelines and record it on the checklist you submit with your application packet.

WHAT IF MY GPA IS LOWER THAN 3.0? CAN I STILL APPLY?

Absolutely - IUSSW recognizes that every applicant has not necessarily enjoyed the same access to and opportunities of undergraduate education. However, it is necessary that an applicant address the issues that impacted their lower GPA in a written petition. Therefore, we have provided a form titled “Petition for Exceptional Consideration” in the Admission Application for use in this situation. It outlines the information needed in the petition. Please give a compelling argument about your ability to now be successful in graduate school. **An applicant with a GPA of 2.99 or below and no petition will not be considered for admission. It may be prudent for an applicant with a GPA of “near” 3.0 to submit this petition.**

WHAT DOES IT MEAN TO BE ADMITTED TO THE MSW PROGRAM ON PROBATION?

If an applicant demonstrates limited scholarly writing skills, he/she may be admitted on probation with the addition of a 3-credit hour writing course that must be passed successfully prior to beginning MSW coursework. The writing course is offered in the summer. The writing class requirements will be explained in your acceptance letter.

AM I REQUIRED TO HAVE ALL OF THE PRE-REQUISITES COMPLETED BEFORE I APPLY TO THE MSW PROGRAM?

No, the pre-requisite classes, including statistics, must be completed before the start of your MSW coursework. There will be no exceptions to this requirement. An applicant can be admitted conditionally, based on the successful completion of the required pre-requisite course(s). If the conditions are not met by the required dates, the offer of admission will be withdrawn or delayed for a year.

IS THERE A MINIMUM GRADE FOR THE PRE-REQUISITE COURSES? WILL A LOW GRADE IN THESE COURSES NEGATIVELY IMPACT MY ABILITY TO BE ADMITTED?

While there is no minimum grade for each course, you must receive a passing grade. IUSSW wants each student to possess the knowledge/content of the course. An applicant that is unsure of their abilities is welcome to take the course on a pass/fail basis.

WHAT ABOUT REFERENCES?

DO NOT SEND INDIVIDUAL REFERENCE LETTERS DIRECTLY TO THE SCHOOL. Applicants are required to collect no more than three letters of reference using the Request for Reference Form included in the application. If four are included one will be randomly destroyed. All references must be current; one reference should be from either a current supervisor or academic professional, when available. For the remaining references, we highly recommend you use academic and/or professional (paid or volunteer) references when possible. IUSSW prefers

that not all three references be from academic professionals or the same category. Not every applicant has a current professional affiliation with former professors. We encourage each applicant to choose those persons who can best speak to their abilities to practice social work and succeed in graduate school. Please note that applicants should never use friends, neighbors, family members or significant others. Additionally, please carefully consider the use of clergy or counselors – sometimes these individuals are limited in their scope of answers due to confidentiality issues. It is never recommended to use an old reference letter as they do not provide the most current information regarding the applicant. Advanced Standing applicants need a 4th reference from a full-time faculty member from their BSW program.

Please be sure to read the reference forms completely and fill out the sections you need to complete, including the waiver statement. When giving each of your referees this form to fill out, please be sure to provide them with a self-addressed stamped envelope for their use. Make sure that you note on the envelope somewhere that it contains a reference. References must be received in sealed envelopes with the referee's signature across the flap to be considered valid. You will also need to make all necessary arrangements to receive these sealed envelopes/references in time for you to include them in your admissions packet. You may need to follow up with your referee if the deadline is approaching and you have not received your reference form. Unsealed reference letters will warrant the applicant ineligible for review. **We do not accept faxed or emailed reference letters.**

WHAT DOES IT MEAN WHEN I SIGN THE REFERENCE WAIVER?

Once you submit your application to the IU School of Social Work, it becomes the property of the school and its content or copies of its content will not be released under any circumstances. This includes reference letters, even when you sign the waiver. The waiver only allows admitted students to read these letters. Therefore, we encourage you to make copies of your materials, when possible, prior to mailing your application to keep for your records and request additional copies of the reference letters if you wish to use them in future situations. Some referees and application reviewers feel letters written in total confidence are the strongest references possible.

I AM CONFUSED ABOUT THE ON-LINE UNIVERSITY APPLICATION PROCESS. DO I HAVE TO APPLY TWICE?

Every applicant on the IUE campus must submit an online university graduate school application, also known as the eApp, in addition to the MSW graduate school paper application. The eApp must be submitted prior to or concurrent with the paper MSW application. It is used for collection of demographic information and registration access to the IU computer system, as well as to collect the payment of the application fee assessed by the university. Your paper application to the MSW program will not be processed without completion of the eApp and payment of the online application fee.

The eApp can be accessed by the following link: <http://www.iue.edu/admissions/graduate.php>.

WHAT ARE THE OPPORTUNITIES FOR FINANCIAL AID?

The majority of the resources for graduate students in the MSW program are in the form of student loans. All students are encouraged to search for individual opportunities for financial aid. Utilizing internet sites such as www.fastweb.com or www.finaid.org can be helpful. Do not pay for any searches for financial aid awards. This information is free to anyone. More information about financial aid can be found in this application under “Financial Aid”.

DOES A FIELD PLACEMENT ABROAD DELAY GRADUATION?

Students interested in an international practicum need to understand that it may extend their graduation date because some classes are only offered in the spring when they may be abroad.

IUE PART-TIME EVENING MSW PROGRAM

The following is important information for you to consider if you are interested in attending the part-time evening IUE program:

- As a part-time evening graduate student, one must be prepared for a very rigorous program of study which includes classroom, preparation, research, reading and practicum time. Most students find that working full-time and attending part-time evening is difficult, but can be done. The semesters when one is taking classes, attending practicum and working are the most difficult. It is imperative that a person considering the part-time evening program begin the planning process with all significant persons so that the transition into graduate school is a smooth one.
- The part-time evening program in Richmond takes three full academic years to complete, including summer sessions.
- Notice of a mandatory orientation will be sent to applicants accepted to the IUE campus.
- This program requires students to take classes each semester for 3 years. The next opportunity for admission to the MSW program at the Richmond campus is currently scheduled for fall semester 2011. If a student finds it necessary to Stop Out then he/she will be out of course sequence and find it necessary to enroll at another campus or wait 3 years for the next cohort starting at IUE.
- The structure of the program is two evenings a week, Tuesdays and Thursdays, for the entire length of the program which is three years including summer sessions. Courses are taught on Tuesdays and Thursdays in the summer, fall and spring semesters. Students will enroll in two classes per semester. Some semesters will include an agency field placement.
- Potential applicants need to be aware of the fact that the Richmond program offers only the Mental Health/Addiction Concentration. If a student is interested in another concentration – he/she must be aware that they will have to travel to another campus (typically IUPUI) for their concentration courses (3-4 courses).
- An applicant may only apply to one campus and one cohort per year.
- There will be 3 semesters when students will be in class concurrently with field placements.
- All students must understand that while all of the courses are offered on the Richmond campus in the evenings, the required field practica are typically during the day. A potential applicant cannot assume that they can continue to work full-time days during the semester that require field placements.

CHILD WELFARE SCHOLARS PROGRAM FOR DEPARTMENT OF CHILD SERVICES EMPLOYEES IUE PART-TIME EVENING PROGRAM

The Child Welfare Scholars Program is offered to students through the Indiana Child Welfare Education and Training Partnership. The Child Welfare Scholars Program enables students to complete the Foundation and Intermediate Curriculum (the first 30 credit hours of the program) over two calendar years. The final 30 credit hours, which is the concentration year, varies according to the concentration(s) offered on your campus. **For additional information regarding this program, please contact Anita Osborn at aosborn@iupui.edu or (317) 274-2965.**

Eligibility for the Child Welfare Scholars Program is limited to current full-time employees of the Indiana Department of Child Services (DCS) who have permanent status. Please note that the IUSSW admissions process is a separate and distinct process from the DCS funding process. After an admission decision is made by IUSSW, the DCS will make funding recommendations. Additional information regarding the funding process will be supplied after successful admission to the MSW program. Please note that the number of available Child Welfare Scholars Program slots is limited and not all eligible applicants are guaranteed funding. It is imperative that an applicant wanting this funding apply as early as possible.

An applicant may choose to request Child Welfare Scholars Program status and funding and attend the IUE part-time evening program. Advanced standing status is available for BSW graduates interested in the Child Welfare Scholars Program.

IUE FINANCIAL AID & PROGRAM COSTS

Opportunities for financial aid for graduate students are very different from those for undergraduates. It is important to understand that graduate students are only eligible for federal work study and loans through the federal government, and not grants.

In order to obtain a student loan, the following steps must be taken:

Step one: Complete the **FAFSA (Free Application for Federal Student Aid)** which is available online January 1st at www.fafsa.ed.gov .

Submit the online FAFSA preferably by the priority deadline of March 10th. Be sure that you release this information to the Indiana University Office of Financial Aid, as well as any additional universities you may be applying to. You do this under the section titled “School Choices”. The IUE School code is **001811**.

Step two: Students admitted to the IU School of Social Work will receive Financial Aid information via OneStart and University email. Students should monitor their “to do” list on OneStart. Please contact the office below for more information:

IUE Office of Financial Aid
Whitewater Hall, 116
2325 Chester Blvd.
Richmond, IN 47374

www.iue.edu/administration/finaid/
(765) 973-8206

Fees and Tuition

The cost for attending the MSW program varies depending on the length of time you are in school. Every student will need 60 credit hours.

The IU School of Social Work has some limited funds that are available in the form of gifts/scholarships. The applications for these funds are made available in the fall semester of each year. The amounts vary between \$500-1,000.

For up-to-date information about tuition and fees in effect at the time of registration, visit the IUE website. <http://www.iue.edu/bursar/tuition/fees.php>. New tuition rates are typically announced prior to the fall semester and are subject to change.

The university and the IUSSW reserve the right to change the amounts of tuition and fees at any time without notice, as necessitated by university and legislative action.



**2011
ADMISSION
APPLICATION**

**for Indiana University
School of Social Work
at
IU East**

ATTENTION APPLICANTS

The following pages (pp. 20-32) contain the required forms for admission. Please enclose all forms, including the checklist when submitting your application. Without this checklist, or any other portion of the following pages, the application is considered incomplete and **will not be processed or considered for admission.** Advanced standing students only must also submit a 4th reference letter and field evaluations.

This is a self-managed application. The applicant gathers all documents and sends them in one package to the school. Keep the following in mind:

- Do not use binders or any other special packaging.
- Do not send the application to the school until it is complete.
- Send the application **via US Postal Service certified mail with “return receipt”** so that you know the school has received the application. Due to the volume of applications received please do not call to confirm that your application has arrived. Make sure the application is post-marked no later than the due date. You may also include a self-addressed, stamped POSTCARD and we will return it to let you know your application has been received and is complete. If the application is hand-delivered it must be received on the due date by 5:00 pm.

Please mail your completed application directly to:

Indiana University East School of Social Work
2325 Chester Boulevard, TR150
Richmond, IN 47374

IUE APPLICATION CHECKLIST

NAME:	
Check if completed	
	<p>On-line university graduate school application http://www.iue.edu/admissions/graduate.php (Required of every student, including those who have previously/currently attended any IU campus.) Please note date submitted: _____</p>
Paper application documents/information to enclose:	
	Application demographic form
	Self disclosure statement
	Pre-requisite documentation
	Resumé
	Applicant questions
	Writing sample
	GPA calculated for last 60 hours (or 90 quarter hrs) of undergraduate degree _____ (See directions for figuring GPA on p.11)
	GPA Petition (required if GPA is 2.99 or below)
	<p>Official Transcripts. List names of universities attended beginning with most recent and attach official transcripts.</p> <p>1) 2) 3) 4)</p>
	<p>Letters of recommendation. List names of references:</p> <p>1) 2) 3) 4) [Advanced Standing Only]</p>
	<p>Practicum Evaluation forms for Advanced Standing ONLY</p> <p>Junior evaluation (if applicable)</p> <p>Senior evaluation (if currently in senior practicum, must be submitted when completed)</p>

My signature signifies that I have read and understand the commitment to the MSW program. This also verifies that all of the information submitted has been completed solely by myself and all written documents were created for this application process.

Signature

Date



INDIANA UNIVERSITY SCHOOL OF SOCIAL WORK
2011-2012 Master of Social Work Application Packet
Applicant Demographic Information

(Last Name, First, Middle)		STUDENT ID NUMBER or ONLY LAST 4 DIGITS OF SOCIAL SECURITY NUMBER.	
Are there application materials, such as transcripts, that you are providing that are under a different name? YES NO If yes, please list other names by which you have been known:			
CURRENT ADDRESS Street		PERMANENT ADDRESS Street	
City	State	Zip	City State Zip
DAYTIME PHONE NUMBER (Area Code) Number		EVENING PHONE NUMBER (Area Code) Number	
EMERGENCY CONTACT NAME		EMERGENCY CONTACT PHONE #	
BACHELOR'S DEGREE (i.e., BS, BA):		MAJOR:	
DATE CONFERRED:		UNIVERSITY:	
E-MAIL ADDRESS:			
DATE OF BIRTH:		GENDER (circle one) Female Male	
ETHNICITY (check one)		CITIZENSHIP STATUS (check one)	
<input type="checkbox"/>	White (Non-Hispanic)	<input type="checkbox"/>	US Citizen
<input type="checkbox"/>	African American/Other Black	<input type="checkbox"/>	Non-US Citizen (in US on student visa)
<input type="checkbox"/>	American Indian/Native American	<input type="checkbox"/>	Immigrant, Permanent Resident
<input type="checkbox"/>	Asian American/Other Asian	<input type="checkbox"/>	J Visa
<input type="checkbox"/>	Chicano/Mexican American	<input type="checkbox"/>	F Visa
<input type="checkbox"/>	Puerto Rican	<input type="checkbox"/>	Other
<input type="checkbox"/>	Other Latino/Hispanic		
<input type="checkbox"/>	Pacific Islander		
<input type="checkbox"/>	Multiple Race/Ethnicity		
<input type="checkbox"/>	Other		

IUE PROGRAM PREFERENCE (select one)

- ☐ Part-time Evening
- ☐ Part-time Evening Advanced Standing Program
- ☐ Child Welfare Scholars Program Part-time Evening
- ☐ Advanced Standing Child Welfare Scholars Program Part-time Evening

PLEASE ATTACH A PROFESSIONAL RESUME THAT INCLUDES THE FOLLOWING:

- EDUCATIONAL EXPERIENCE:** List ALL colleges/universities attended starting with the most recent. *YOU SHOULD IMMEDIATELY REQUEST THAT OFFICIAL TRANSCRIPTS FROM ALL COLLEGES/UNIVERSITIES ATTENDED BE SENT DIRECTLY TO YOU* to be included in your completed application packet. **Applicants from Indiana University must also submit all official transcripts, including Indiana University transcripts.**

2. PROFESSIONAL AND OTHER WORK EXPERIENCE

List all paid employment in chronological order starting with the most recent. Please be specific in describing the position held. List all positions held, including part-time and full-time. Please account for all your time for at least the past ten years.

3. PRACTICA/INTERNSHIPS

List all practica or internships and briefly describe dates, roles and activities.

4. RELEVANT VOLUNTEER EXPERIENCE

Please list each organization, dates volunteered and briefly describe role/activities.

THE ONLINE UNIVERSITY APPLICATION

The university graduate school on-line application (eApp) is available at <http://www.iue.edu/admissions/graduate.php>. Students applying to the IUE campus should submit this university graduate school application **prior to** submitting the MSW paper application. The MSW Admissions Committee cannot finalize the review of your application if you do not have a current eApp on file. The only exception to this requirement applies to international applicants who are required to follow the international application process instead of using the online university graduate school application.

If you have problems or questions with the online university graduate school application contact Linda Melody-Cottongim at lmelody@iue.edu or 765-973-8535.

Prerequisite Documentation

Please list below all prerequisites you have completed and record on the corresponding line each course name and course number. If the course has not yet been completed, mark with a "P" for pending in the box requesting date completed. Then note, in the box, your plan to complete it prior to enrollment in the MSW program. It is very important that every applicant (including Indiana University students and/or graduates) understands that he/she must document that they have completed, or will complete, the required prerequisite courses listed in this application. (If the pre-requisite is not necessary for your current undergraduate degree requirements, then it can be taken pass/fail.)

Social/Behavioral Science Courses				
Social-Behavioral Sciences	Course title	Course number	If class not in fields listed below (*), check if you have attached a course description, syllabus or pre-approval email	If not completed, date planned for completion
1				
2				
3				
4				
5				
6				

*(We accept undergraduate and graduate level courses in any combination from Psychology, Sociology, Anthropology, Economics, Political Science, Criminal Justice and Social Work.) No more than 3 pre-requisites may be from Economics or Political Science. Other listed majors may have all six pre-requisites from their discipline. Statistics will count toward the 6 if it was taken in a social science area. List the courses exactly as they are shown on the transcript.

Statistics

All statistics courses that have been previously approved by the School can be found under "Pre-Requisite Statistics Course List" on the IUSSW website (<http://socialwork.iu.edu>) or in a separate folder on the application CD. Each course is listed by State, institution name, course number and title. If found, please indicate below in the appropriate slot. **The course title, number, and institution must match exactly.** Do not assume that all course titles are interchangeable and therefore, acceptable. **IF YOUR COURSE IS NOT ON THE LIST THEN YOU MUST PROVIDE APPROPRIATE DOCUMENTATION.** Appropriate documentation is a syllabus or a course description Xeroxed from a bulletin. An application will be considered incomplete (and therefore not eligible for review) if the appropriate documentation is not attached to this form as requested. (See page 5 for pre-approval directions.) Please list the courses below EXACTLY as they appear on your transcript. **All prerequisites must be completed before the start of the MSW program.**

Statistics	Course title:	Course number:	Is course listed on approved roster? Yes ____ No ____	Is documentation attached if course is not listed?	If not completed, date planned for completion
	Year taken:				
	Grade received:				

If you need to enroll in IUE in order to complete these pre-requisites, please call the Office of Admissions at 765-973-8208, or get instructions online by visiting <http://www.iue.edu/admissions>. You may apply through that office to take undergraduate level courses only.



**INDIANA UNIVERSITY
SCHOOL OF SOCIAL WORK**

SELF-DISCLOSURE STATEMENT FOR ALL APPLICANTS

This form must be completed and submitted by EVERY applicant.

Yes	No	1. Are you, or have you ever been the subject of any disciplinary proceedings while attending any college, university, or other post-high school educational program?
Yes	No	2. Have you ever been convicted of any violation of law, or are there <u>any</u> charges pending against you? (Include all criminal offenses, i.e., felonies and misdemeanors.)
Yes	No	3. Are you or have you ever been the subject of any disciplinary proceedings by any professional organization?
Yes	No	If yes to question #2, do you wish to appeal to the School of Social Work’s Policy on Sex Offenses? For a copy of the policy, please see Admission Policies Applicable to IUSSW applicants in this document.

If you have answered “Yes” to any of the questions, you must attach a personal statement of explanation giving full details and an explanation of the event. Also, include the facts and the disposition of the case. Please be advised that answering “Yes” to any of the above questions does not automatically disqualify your application. In addition, it is also appropriate to discuss significant issues disclosed here in your application questions.

Additionally, please note that in order to obtain a license to practice social work in Indiana one must : a) Furnish satisfactory evidence to the Indiana Professional Licensing Agency that the individual does not have a conviction for a crime that has a direct bearing on the individual's ability to practice competently and/or b) Furnish satisfactory evidence to the agency that the individual has not been the subject of a disciplinary action by a licensing or certification agency of another state or jurisdiction on the grounds that the individual was not able to practice as a social worker or clinical social worker without endangering the public.

Signature _____ Date _____



**INDIANA UNIVERSITY
SCHOOL OF SOCIAL WORK**

**APPLICANT QUESTIONS
2011**

One of the most important aspects of your application is your ability to communicate, in writing, that you meet all of the requirements of IUSSW. This is to be accomplished through the applicant questions and a writing sample. It is of utmost importance that all materials are written exclusively by the applicant. Any indication that someone else has substantially helped with or written this statement is grounds for rejection of the applicant or dismissal from the MSW Program.

Applicant Questions

The applicant questions should be **6-8 double-spaced, typewritten pages using 12-point font (not including the questions)**. Please type out each question and follow with your response.

Your responses will aid the Admissions Committee in assessing your qualifications for professional social work practice. Qualifications looked for are: the ability to think analytically and conceptually; clarity in self-expression; responsiveness and sensitivity to diversity; commitment to improving social conditions; and the ability to function creatively, responsibly and independently.

- 1) How do you account for your interest in social work? In your response, discuss paid or volunteer experiences that support your choice of social work as a profession.
- 2) Social work is committed to social justice. How do you define social justice? What experiences have shaped your interest in advancing social justice? In the future, how will you help advance social justice?
- 3) What is your perception or understanding of social work as a profession? Elaborate on your understanding of social work intervention with individuals, families, groups, organizations, communities, and political entities?
- 4) The concept of *cultural pluralism* emphasizes respect for diversity of values, heritages, customs, and lifestyles. We are interested in your experiences with people from diverse populations. For each of the following diverse groups, describe how you have worked with each. If you have gaps in your exposure to diversity, what is your plan to broaden your effectiveness to work respectfully and effectively with each of these populations?
 - a) Ethnicity (race, culture)
 - b) Spiritual tradition different from your own
 - c) Age
 - d) Disability
 - e) Socio-economic status
 - f) Sexual orientation

- 5) When social workers are in a situation where they must choose between two relevant, but competing choices, and where each choice may have an undesirable consequence for the parties involved, this is called an ethical dilemma. Describe an ethical dilemma you have experienced. Discuss your decision-making process and factors which contributed to the ultimate outcome. Please protect confidentiality, and **DO NOT** reveal names of individuals or organizations.
- 6) Social work is a profession that has considerable emotional demands on the practitioner. What internal personal qualities do you possess that will sustain and allow you to tolerate the emotional intensity of working in the social work profession? Would you consider using community resources or counseling services for yourself? Why or why not?
- 7) Graduate school provides learning opportunities that require an investment of time and energy. Plan to spend an average of 18 hours per week on homework for a part-time load of two courses. In addition, three semesters of field practica require approximately 20-24 hours per week.

Discuss why you are prepared to attend graduate school at this time in your life/career. Please describe plans that you are making to adjust your personal and professional life in order to successfully participate in:

- a) The coursework, class preparation and assignments. Academic pursuits require approximately 9 hours a week per class.
- b) Two separate field practica of approximately 20-24 hours per week for 3 semesters. These practica must be completed at practicum agencies during daytime hours; rarely do practicum sites offer night/evening/weekend hours.



**INDIANA UNIVERSITY
SCHOOL OF SOCIAL WORK**

WRITING SAMPLE

2011

Provide an original, formal writing sample that demonstrates your academic abilities. This can not be a previously written paper or classroom assignment.

Your paper must contain the following:

1. Describe a major social problem in American society that is of interest to you. Acceptable topics would include but are not limited to substance abuse, poverty, dysfunction in the school system, crime, mental health issues, aging, health care, or homelessness.
2. Expand on one aspect of the issue in depth. For example, within the topic of substance abuse discuss more specifically about that topic using examples such as prescription drug abuse among youth; for crime discuss re-entry barriers for ex-offenders; or for mental health discuss veterans, PTSD and resources. You are not limited to these topic suggestions. It is not advisable to write about a topic related to your own history which would be presented in your applicant questions.
3. Discuss the implications of this topic to social workers.
4. Recommend a course of action for social change. For the issue identified, determine a policy change or program idea that would help the population impacted.
5. Discuss the potential benefits, drawbacks, and unanticipated consequences of your plan.
6. Provide citations and include a reference page.

Font: 12 point

Pages: 3 pages of text, no more no less, excluding title and reference page

Spacing: Double spacing

Format: Include title and reference page

Citation style: American Psychological Association (APA) preferred

For assistance with APA see <http://owl.english.purdue.edu/owl/resources/560/01/>

**INDIANA UNIVERSITY
SCHOOL OF SOCIAL WORK**



**PETITION FOR
EXCEPTIONAL CONSIDERATION**

An applicant who believes that her or his individual circumstances warrant exceptional consideration for a waiver of the minimum admissions requirement of an undergraduate 3.0 GPA in the last 60 hours (or last 90 quarter hours) of coursework must petition the MSW Admissions Committee. This is necessary even if the applicant has more recently completed graduate level course work with a higher GPA. Directions for calculating your undergraduate GPA are in the “Critical Information for all Applicants” section of this document.

The waiver should be submitted by the applicant in the form of a statement entitled "Petition for Exceptional Consideration", and be stapled to this cover letter, which should be signed and dated at the bottom. The petition should include a statement indicating how the minimum admission requirement of a 3.0 GPA does not provide the applicant a fair and adequate opportunity to present himself or herself in a favorable light. The applicant should briefly discuss how (s)he has indeed demonstrated an ability to successfully excel at the graduate level. For example, an applicant might provide evidence of superior grades during the final several semesters of work prior to graduation, indicating a trend toward improved performance. Or, subsequent to receipt of the undergraduate degree, an applicant might demonstrate academic competence through achievement in another graduate program.

The applicant should also discuss how, if granted admission to the MSW program, she or he plans to address potential obstacles to successfully complete the program. For example, if a low grade point average was viewed as the result of a "need to work full time during my undergraduate studies", the applicant should discuss why that is not likely to be a factor during his or her MSW study.

Finally, the applicant should attest to the accuracy of all information provided in the petition, date and sign this document. The petition must be submitted with the application packet.

Signature

Date



Indiana University
School of Social Work
MASTER OF SOCIAL WORK (MSW)
Request for Reference Form

Print name of reference: _____

Applicant's name: _____

Dear Referee,

You have been selected to provide a recommendation for this applicant. Your candid assessment of the applicant will greatly assist the Admissions Committee in determining whether the candidate should be admitted for graduate study. Please complete this form and answer the questions on the back of this page on a separate sheet of paper. When finished, please seal this reference form in the envelope provided by the student and sign across the sealed flap. Then **RETURN IT TO THE APPLICANT.**

[Applicants, please be sure to provide a stamped, self-addressed business size envelope with this form to the Referee.]

DO NOT SEND THIS FORM DIRECTLY TO THE SCHOOL!

Application to the Indiana University School of Social Work program is a self-managed process. Therefore, the **applicant is responsible** for the collection and submission of all reference letters. This ensures that the applicant knows the application is complete when submitted. Please complete this form, staple the attachments to the form, seal in the envelope provided to you by the student, and sign your name across the sealed flap. Then return it as soon as possible **to the applicant**. The applicant will then submit the sealed envelope to the IU School of Social Work with their other application materials. Unsealed references may deem the applicant ineligible for review. The priority deadline for students to submit applications to the IU School of Social Work for the MSW program is **February 4, 2011**. Please be sure to complete and return this form to the applicant within a reasonable time for them to meet the appropriate deadline.

NOTICE OF WAIVER – COMPLETION REQUIRED

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. I also understand that by submitting this letter of recommendation with my application packet, it becomes the property of the IU School of Social Work and therefore, my right of access is limited to viewing the document *only* at the school and I will not be allowed to obtain a copy of the letter from the school. I also understand that my ability to view these documents is contingent upon my being admitted and enrolling into the MSW program at the IU School of Social Work.

_____ It is my desire that this letter be written in confidence and I waive my right of access to read this letter.

_____ I wish to retain my right to read this document once I have been admitted to the program and enroll.

Date _____ Signature _____

You must check one of the above options, sign and date this waiver if this letter is to be included in your file. Failure to comply will automatically forfeit the right of the applicant to read this letter.

SUMMARY EVALUATION:

How long and in what capacities have you know the applicant? _____

We would appreciate a candid discussion concerning the applicant’s capabilities and limitations in relation to potential academic performance and suitability for the profession of social work. Some of the characteristics that social workers must possess are:

- An absolute commitment to work on behalf of oppressed populations
- Intellectual ability
- Ability to work with others
- Emotional stability
- Sense of responsibility
- Advanced oral and written communication skills
- Creativity and motivation
- Leadership skills
- Ability to think critically

With the above in mind, please attach a letter addressing the following questions:

1. What strengths/weaknesses does the applicant possess that would impact their progress in the MSW Program?
2. How would you compare/describe this applicant’s personal/philosophical values/ethics and the congruence with the values/ethics of social work?
3. How have you witnessed the applicant’s commitment to social justice?
4. How do you rank the applicant’s ability to excel academically?

RECOMMENDATION:

Please indicate the strength of your overall recommendation by checking one category below:

- Yes, I highly recommend for admission**
- Yes, I recommend**
- Yes, I recommend with reservation**
- No, I do not recommend for admission**

Signature _____ **Date** _____

(Please print)

Name _____

Degree _____

Are you an IUSSW Alumni? **Yes** **No**

Title/Position _____

Agency/Organization _____

Address _____

Please accept our appreciation of your time and effort in helping us determine this applicant’s suitability for graduate social work education.



**Indiana University School of Social Work
 MASTER OF SOCIAL WORK (MSW)
 Request for Reference #4 -- Faculty Member**

ADVANCED STANDING APPLICANTS ONLY

Dear Referee, _____
 (Print name of the *Faculty Member* completing this recommendation form)

You have been selected to provide a recommendation for _____
 (Print your name as the applicant)

Date of BSW graduation: _____
 (Applicant should fill this in)

You have been selected specifically to discuss this candidate’s suitability for the advanced standing program. Your candid assessment of the applicant will greatly assist the Admissions Committee in determining whether the candidate should be admitted for graduate study.

Application to the Indiana University School of Social Work program is a self-managed process. Therefore, the **applicant is responsible** for the collection and submission of all reference letters. This ensures that the applicant knows the application is complete when submitted. **Please complete this form, including a separate page answering the questions on page 2, staple the attachments to the form, seal in the envelope provided to you by the student, and sign your name across the sealed flap. Then return it as soon as possible to the applicant.** [Applicants, please be sure to provide a stamped, self-addressed business size envelope with this form to the Referee.]

DO NOT SEND THIS FORM DIRECTLY TO THE SCHOOL!

The applicant will then submit the sealed envelope to the IU School of Social Work with the other application materials. Unsealed references may deem the applicant ineligible for review. The deadline for IUPUI Advanced Standing students is [January 14, 2011](#). Please be sure to complete and return this form to the applicant within a reasonable time for them to meet the appropriate deadline.

NOTICE OF WAIVER – COMPLETION REQUIRED

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. I also understand that by submitting this letter of recommendation with my application packet, it becomes the property of the IU School of Social Work and therefore, my right of access is limited to viewing the document *only* at the school and I will not be allowed to obtain a copy of the letter from the school. I also understand that my ability to view these documents is contingent upon my being admitted and enrolling into the MSW program at the IU School of Social Work.

_____ It is my desire that this letter be written in confidence and I waive my right of access to read this letter.

_____ I wish to retain my right to read this document once I have been admitted to the program and enroll.

Date _____ Signature _____

You must check one of the above options, sign and date this waiver if this letter is to be included in your file. Failure to comply will automatically forfeit the right of the applicant to read this letter.

For the referee:

How long have you known the applicant? _____

On a separate piece of paper, please answer the following questions:

- 1.) What do you consider the applicant's major strengths as a candidate for the advanced standing program at IU?
- 2.) The candidate is submitting his/her field evaluation(s) as part of their application. What would you add regarding his/her skill development while in placement, including the type of assignments, clientele, commitment to social work values, and commitment to work with oppressed populations?
- 3.) In your opinion, what distinguishes this candidate from others who are entering the standard MSW program? Is this student academically strong enough and professionally ready to enter the MSW program at the intermediate level? What skills does this applicant possess that make him/her an appropriate candidate for the advanced standing program?
- 4.) What reservations do you have about the applicant's potential for successful completion of the advanced standing program?
- 5.) Recommendation for Advanced Standing:

<input type="checkbox"/> Yes, I highly recommend for advanced standing
<input type="checkbox"/> Yes, I recommend
<input type="checkbox"/> Yes, I recommend with reservation
<input type="checkbox"/> No, I do not recommend for advanced standing

Please add any comments you may have regarding this recommendation.

Signature: _____ Date: _____

Name (please print): _____

School: _____

Address: _____
