



# MSW Admissions Application

Date: \_\_\_\_\_

**I. Program Options** If you select more than one program option, please rank numerically your preference in the programs.

	<b>Rank</b>
Full-Time 2-Yr. Traditional Program (60 Credit Hours)	Fall 20 ____ ____
Part-Time 4-Yr. Traditional Program (60 Credit Hours)	Fall 20 ____ ____
Full-Time 1-Yr. Advanced Standing Program (33 Credit Hours) (BSW within the last seven years)	Fall 20 ____ ____
Part-Time 2-Yr. Advanced Standing Program (33 Credit Hours) (BSW within the last seven years)	Fall 20 ____ ____
<b>Online Program</b>	
Part-Time 2-Yr. Advanced Standing Program (33 Credit Hours) BSW within the last seven years)	Fall 20 ____ ____

Did you graduate from a fully online undergraduate program? Yes  No

How many online classes have you completed? \_\_\_\_\_

List any educational or other software platforms you have used (blackboard, tegrity, adobe, Microsoft office, etc):

\_\_\_\_\_  
\_\_\_\_\_

**II. Personal Information** WKU ID (if applicable) \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle/Maiden

Address \_\_\_\_\_  
Street

\_\_\_\_\_  
City State or Country Zip Code

Telephone Numbers

Cell (\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_

Gender: Male  Female

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Place of Birth \_\_\_\_\_

Citizenship: U.S. Other (specify) \_\_\_\_\_

Military Experience: Yes No

Dates of Service \_\_\_\_\_ Discharge Status \_\_\_\_\_

Will you receive V.A. assistance for the MSW program? Yes No

Are you a current Kentucky DCBS employee? Yes No

Are you currently employed as a public protective services worker for another state? Yes No

If yes, which state and name of organization? \_\_\_\_\_

Ethnicity: (Optional – used for reporting purposes. Your response will not affect your admission.)

- White (non-Hispanic)
- African American/Other Black
- Chicano/Mexican American
- Puerto Rican
- Other Latino/Hispanic
- American Indian/Native American
- Asian American/Other Asian
- Pacific Islander
- Multiple Race/Ethnicity
- International Student (with US Visa \_\_\_\_\_)
- Other \_\_\_\_\_

How did you hear about our program? \_\_\_\_\_

Why did you choose WKU? \_\_\_\_\_

**III. Academic History**

College/University	Location	Dates City/State/Country	Major(s) (From/To)	Degree and Date (Awarded or Anticipated)

#### IV. Liberal Arts Background

List one course completed with a “C” grade or better taken for each of the following areas. If you are missing any prerequisites, you will need to complete them before you begin the program. Students who have completed accredited social work courses with a grade of B or better can apply to have a MSW course waived if they believe it is material that has been covered in the BSW course. SWRK 510, SWRK 530, and SWRK 540 are eligible to be waived from the foundation year if taken as part of a social work minor or as an elective. Potential students are asked to submit all materials for waiver requests by April 1<sup>st</sup>.

	Course No.	Course Title	Grade
Sociology, Anthropology, or Psychology.			
American National Government, Political Science, Economics or other course providing foundation for beginning policy analysis.			
Liberal Arts Coursework	Course No.	Course Title	Grade
Other undergraduate liberal arts coursework – totaling at least 30 hours of liberal arts study (counting courses noted above). Eligible coursework can be from: literature, languages, history, mathematics, sciences, arts, philosophy.			
Statistics (must have been taken within the last seven years)			

Students who believe they have mastered the basic knowledge in any of the prerequisites or statistics may opt to take a waiver examination. It is recommended that students take waiver exams early enough to complete the required course if they do not receive a passing grade.

Any applicant who requires the completion of prerequisite courses must complete all prerequisites before beginning the MSW program. However, an individual can be conditionally admitted to the MSW program as long as their prerequisite courses will be completed before the MSW courses begin in the fall.

\*A statistics course from a social work or related discipline covering descriptive and inferential statistics with a minimum grade of C is required. This course must have been taken within seven years from the time you begin the MSW program.

**V. Advanced Standing Program Requirements**

(Only students who have graduated within the last seven years from an accredited BSW program with a 3.0 or higher GPA in the last 60 hours of coursework.) **Other applicants proceed to Section VI.**

List the course(s) taken in the following social work foundation content areas:

**Course Title**

	<b>Course #</b>	<b>Semester/Year Completed</b>	<b>Grade</b>
Human Behavior in Social Environment			
Research Methods			
Social Welfare Policy			
Social Work Practice Methods I			
Social Work Practice Methods II			

Name of agency/organization where your undergraduate internship was completed

Dates: \_\_\_\_\_ Number of clock hours at Internship: \_\_\_\_\_

**VI. Resume – Attach**

Guidelines: Your resume gives you an opportunity to share information about yourself to the Admissions Committee. It should be concise, easy-to-read, grammatically correct, well composed and formatted. Below is a sample arrangement of a resume. While it is not necessary for you to arrange yours in this manner, it is necessary that you include all the information listed. (Limit your resume to **two** pages typed.)

- Personal Data

Name, Address, Phone Number, Email address

- Work/Volunteer Experience

List your work and volunteer experiences in chronological order with a brief job description. Note full or part-time status and inclusive (month and year) dates for each position. Clearly identify paid, internship, and volunteer experiences. *No academic credit can be awarded for life or work experiences.*

○ Special Skills or Attributes

List skills or attributes that enhance your ability to work with others. Do you speak a foreign language? Are you proficient in sign language? Are you skilled in athletics, art, music, or speech? Do you know how to use computers or other special equipment?

○ Professional Affiliations and Honors

Are you a member of any professional organizations? Did you receive academic honors from your college or university? Have you received honors from a community service or social group?

**VIII. Additional Information**

A. Have you taken any graduate level courses through an accredited social work program?

Yes                      No

If yes, list courses, grades and dates below:

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*Due to the unique and specialized nature of the MSW Program, transfer credits for students will be considered on an individual basis after being formally admitted to the University and the Program. Transfer credits must meet the criteria of The WKU Graduate School.*

B. Are there any physical or emotional factors that should be considered in planning your program? If so, please describe:

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C. Social work agencies frequently obtain information about criminal records for those seeking internships and employment.

1. Are there any current criminal charges against you?                      Yes                      No
2. Have you ever been convicted of a crime other than a minor traffic violation? (for example, a misdemeanor or felony related to alcohol/drugs, threats/assault, domestic violence/child maltreatment, destruction of property/theft (shoplifting – bad checks), or any other violation.)  
Yes                      No

If YES, enclose a detailed explanation with your application. The application cannot be processed without an explanation.

**IX. Personal Statement – Attach**

Guidelines: Social Work is a profession that addresses the needs of vulnerable populations. The Social Work Code of Ethics <http://www.socialworkers.org/pubs/code/code.asp> mandates our professional behavior. Students admitted into our graduate program are expected to act in a manner congruent with and reflective of these standards. We wish to evaluate as accurately as possible your qualifications for a

professional education in social work and the appropriateness of the program for your educational needs and goals. Therefore, it is important that you specifically respond to EACH of the following items in the outline below.

The personal statement is one of the most important parts of your admission application. It is your opportunity to share with the Admissions Committee information about yourself that we will use to evaluate your appropriateness for the program and the profession of social work. Make certain you give the committee members a clear, well-written picture of your experiences, interests, values, and career objectives.

Please type your statement, double-spaced, in two to five pages, and submit as an attachment with the application. Your writing is expected to be clear, well organized and succinct, show strong evidence of critical thinking, and demonstrate mastery of grammar, spelling, and, as appropriate, APA style.

### **Personal Statement Outline**

*(Number and address each area specifically in your statement)*

Applicants note that you should **ONLY** answer the portion of question #1 that pertains to your admission type (i.e. advanced standing versus traditional program). Questions 2-5 must be answered by all applicants irrespective of admission type.

1. **Traditional Students Only:** Discuss the major reasons for your interest in the social work profession.

**Advanced Standing Students Only:** This Advanced Standing Program inherently involves a quicker more advanced pace. Please answer the following questions to address your fit with the Advanced Standing Program.

- a. Discuss the factors that make you a strong candidate for entering a graduate program as an Advanced Standing student. What skills do you bring? What unique experiences contribute to your knowledge base? What characteristics will you bring to the classroom to enhance the learning environment?
  - b. Discuss your BSW Field Practicum. After our practicum, what social work skills do you feel most comfortable using with individuals, families, groups and communities? How would you describe your ability to build rapport with clients? What are your strengths and weaknesses in employing case management skills during your practicum? What areas do you need to improve upon at this time?
2. Social work is committed to respecting human diversity. This includes an understanding of values, heritages, customs, religions, and lifestyles that may differ from your own. What experiences have you had that will help you work effectively with people from different backgrounds that reflect differences in gender, religious and spiritual preference, sexual orientation, race, ethnicity, physical and emotional ability, and socioeconomic status? Would you have difficulty working with any of these groups? (Be specific)
  3. Social work is committed to competent and ethical professional practice. Identify and describe a real or hypothetical experience in which you were confronted with making a decision or taking action concerning a challenge to integrity, professional competence, or ethical practice. What

factors did you consider in analyzing this situation? Provide a detailed explanation of the resolution and any lessons learned.

4. Graduate school involves a commitment of both time and energy. The coursework, class preparation and assignments require approximately 9 hours a week per class. Field practicum of approximately 20 hours per week can be challenging with all of the other expectations of school, work and home. Field practicum hours are typically during daytime hours; rarely do practicums offer night, evening or weekend hours. What are you planning to change in your schedule to accommodate this time commitment? Provide a plan of how you will adjust your personal and professional life in order to be successful in the MSW Program.
5. Discuss your level of competency in utilizing technology as a student and as a future advanced level social worker. Identify and elaborate on your strengths and on your areas for growth.

#### **X. Writing Sample Guidelines-Attach**

As a student in the WKU MSW Program you will be required to produce many written papers, projects, and other works. Many of these written activities will require you to also utilize APA format. The faculty and staff of the MSW program will use a writing sample to help assess your written communication skills. Your writing sample should demonstrate the following;

- Your ability to gather information about a topic or an issue relating to policy or research.
- Your ability to apply critical thinking skills and knowledge to a topic.
- Your mastery of proper grammar, spelling, and use of APA format (cite at least two sources utilizing the APA Manual, 6<sup>th</sup> edition).

#### **WKU MSW Writing Sample:**

Write a two to three page (double-spaced) essay about the possible difficulties advanced level social workers might encounter when working with a particular population. This population (identified by the applicant) would challenge personal beliefs, values or ideals in a social work setting. Discuss strategies for maintaining professionalism in working with this client group. The writing sample should demonstrate proper use of two scholarly sources and appropriate referencing, citations, and formatting per APA 6<sup>th</sup> edition. Given the critical importance of documentation and critical thinking as an advanced level social worker, failure to provide an adequate writing sample may result in an additional requirement of a writing course prior to entering the program.

#### **XI. Credit for Life Experience**

The MSW Program awards no academic credit to students for life and/or previous work experience. Credit toward all social work courses, including the field practicum must be completed within an academic environment.

#### **XII. Disclosure Statement:**

I acknowledge that all information provided on this application is truthful and that any untruthful or misleading information will result in the disqualification of this application and/or dismissal from the graduate program should this be detected after admission.

Signature \_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Name



## *Consideration for the Traditional Program's Alternate Admission*

(For applicants not meeting MSW Program and/or Graduate School requirements for admission)

The GRE is required for alternate admission. Students must achieve minimum score of 139 on each of the sections (verbal and quantitative). Students testing before August 1, 2011 must achieve GRE scores of a total score (verbal and quantitative) of 800 or better. All GRE scores must have been taken within five years of the application date.

The request should be attached to your application in the form of a statement entitled "Petition for Exceptional Consideration." The petition should include a statement that indicates how failing to meet the minimum admission requirement of a 2.75 GPA. You should briefly discuss your demonstrated capacity for success in an arduous MSW program. For example, you might provide evidence of:

1. Superior grades during the final semester(s) of work prior to graduation indicating a trend toward improved performance;
2. Competence through achievement in another graduate program;
3. Outstanding work experience in human services (volunteer or paid).

You should also discuss how you plan to address potential obstacles to successfully completing the program.

*(For example, if a low grade point average was viewed as the result of "needing to work full-time during my undergraduate studies," you should discuss why that is not likely to be a factor during your MSW study.)*

Finally, you should attest to the accuracy of all information provided in the petition.

Please date and sign the document. The petition must be submitted with the application.

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Name