



Department of Social Work MSW Application Forms 2010 – 2011 Academic Year

FOR **SPRING 2010** ADMISSION, SUBMIT YOUR APPLICATION ON OR BEFORE
OCTOBER 15, 2009.

FOR **SUMMER/FALL 2010** ADMISSION, SUBMIT YOUR APPLICATION ON OR
BEFORE **JANUARY 15, 2010.**

In addition to this application, YOU (including those who are currently attending Washburn University) must also file an online DEGREE-SEEKING MASTER'S DEGREE application for the semester in which you intend to start your graduate program. This should be the **FIRST STEP** in your application process—and doing this early will expedite the process. The **SECOND STEP** is completing and submitting this MSW Application Packet.

Before you mail or deliver your packet to us, make sure it is complete. Have you included

- Your three (3) reference forms from your references? Each reference should be in a sealed envelope with the reference's signature across the flap.
- Your 4-page Personal Statement with detailed responses to Parts A, B, and C?
- A reference letter from your BSW field instructor/supervisor (if you are applying for Advanced Standing)?
- A cover letter? If any of the following apply to you, please elaborate.
 - The awarding of your degree is pending
 - Completion of your BSW practicum is pending
 - You have taken social work classes at Washburn University in the past
- A check or money order to cover the \$25 application fee?
- Your 1-2 page resume?
- BSW Field Practicum Evaluation (if you are applying for Advanced Standing)?
- Official transcripts from **all** universities that you have attended? Each official transcript should be in a sealed envelope with the university's seal across the flap.

Washburn University

DEPARTMENT OF SOCIAL WORK

1700 College Avenue, Benton Hall, Room 412, Topeka, Kansas 66621
(785) 670-1616

Dear MSW Applicant:

We appreciate your interest in our Master's of Social Work (MSW) program. We hope that the information we have provided will assist you in making choices about your graduate education. After reading the information about the Social Work program, we hope that you will be as excited about our program as we are. Enclosed in this packet are the *MSW Application*, the *MSW Bulletin* and three (3) reference forms.

APPLICATION REQUIREMENTS

Refer to the *MSW Bulletin* for a detailed explanation of these requirements. Persons not meeting published admission requirements are encouraged to contact the department for more information. Basic requirements include:

1. A bachelor's degree with a liberal arts foundation and courses in social and behavioral sciences
2. Undergraduate course work in human biology and cultural diversity
3. A cumulative grade point average of a 3.0 or better on a 4.0 scale
4. Three reference forms completed by individuals who can objectively assess your potential as a clinical social worker
5. A Personal Statement (see number 4 below for specification)

PROGRAM CHOICES

1. **Advanced Standing:** Applicants who have received a BSW degree from a social work program accredited by the Council on Social Work Education (CSWE) are eligible for the Advanced Standing Program.
2. **Regular Standing:** This program is for all applicants who have received a bachelor's degree in any discipline other than social work.

It is our desire that the application process be a welcoming and user-friendly process for you. You can help us by reading all the materials carefully, providing clear documentation, and by adhering to deadlines. We will be happy to answer any of your questions. You can reach us at (785) 670-1616 or social-work@washburn.edu.

CHECKLIST AND INSTRUCTION FOR ASSEMBLING YOUR MSW APPLICATION

1. **Online Application for Washburn University Admission:** Everyone who is applying to the program, even if he or she is currently attending Washburn University, must complete an online DEGREE SEEKING–MASTERS application. Incomplete applications may be rejected. This should be the FIRST STEP in your application process.
 - Access <http://www.washburn.edu>
 - Click “Future Students > Learn More” (top of lower left box)
 - Click “First time user account creation” and create a Login ID and PIN (Example: Login ID = kcaj PIN = 654321)
 - Choose “**Degree Seeking–Masters**” and click “Continue.”

2. **Application Fee:** A check or money order made payable to Washburn University for \$25 must be included in a large envelope along with your other completed application documents. This \$25 fee is non-refundable.
3. **MSW Application:** Complete each item of the application. Put an N/A (not applicable) in spaces that do not apply to you. Feel free to use additional pages if more space is needed and make sure your name and the item number appear on that page. Please include this application in a large envelope along with your other completed application documents.
4. **Personal Statement:** The Personal Statement must be typed, double-spaced, and approximately four pages long.

Social work is a profession concerned with personal growth and social change. So that the Admissions Committee can accurately assess your abilities, it must have your written comments which address several issues. Please respond, in detail, to EACH discussion topic (A–C) listed below:

- A. Discuss the development of your interest in social work and social welfare. Explain why you have chosen to pursue a clinical MSW degree, and identify your career goals and plans following completion of professional social work training at Washburn University.
- B. Identify and describe your personal assets and areas of weakness that you bring to the Department of Social Work. The strengths and weaknesses you discuss should be relevant to your professional education, training, and future performance as a social worker.
- C. Discuss, at length, the Code of Ethics of the National Association of Social Workers (NASW) and describe how the code is compatible or incompatible with your personal values and worldview. The Code of Ethics of NASW can be found on the Internet at: <http://www.socialworkers.org/pubs/code/code.asp>.

When you have comprehensively addressed items A, B, and C, please include your Personal Statement in a large envelope, along with your other completed application materials.

5. **References:** Choose three (3) persons who have recent extensive knowledge of your qualifications for graduate study in social work. These references should be able to provide valid information on your academic abilities, commitment to social work values and ethics, emotional stability and maturity, and readiness to enter the graduate program in preparation for a career in clinical social work. If you are currently completing, or have completed a field practicum or internship (or have or have had employment as a social worker), one letter must be completed by your field instructor/supervisor. Other references might include a professor, an employer, a supervisor, etc. REFERENCES MAY NOT COME FROM RELATIVES OR FRIENDS. The greatest weight will be given to references from current and former supervisors, faculty, or experienced social workers and social service professionals. Less weight will be given to references from professionals with little experience, or from work and school peers. Before sending forms to the people who will provide your references, read and fill in the top of each reference form and sign and date it. Give each person a reference form and a self-addressed, stamped envelope. Request that she/he enclose the completed reference in the envelope, seal it, sign across the flap, and then return the envelope to YOU. Do not break the seal; we will not consider reference letters that have been opened. When ALL THREE reference letters are returned to you, place the unopened references in the large envelope, along with all your other completed application documents.

BE CERTAIN THAT EVERY REFERENCE FORM IS SENT DIRECTLY TO YOU; THEN, GATHER YOUR THREE REFERENCES TOGETHER, WITH THE OTHER REQUIRED DOCUMENTS, AND FORWARD OR DELIVER THE ENTIRE PACKET TO THE WASHBURN UNIVERSITY DEPARTMENT OF SOCIAL WORK.

ANY REFERENCE FORM THAT IS SENT DIRECTLY TO US BY THE PERSON COMPLETING A REFERENCE WILL BE RETURNED TO HIM/HER.

6. **Additional Requirements if you are seeking Advanced Standing status:** Applicants for Advanced Standing status must have one of the three letters of reference come from the field instructor for their BSW practicum placement. This letter must speak to the applicant's successful completion of the BSW-level practicum placement, and should also speak to her/his appropriateness for Advanced Standing status. The letter should include an assessment of the applicant's potential to develop into an effective clinical social worker. Applicants should request that the field instructor include, in a sealed envelope, a copy of the applicant's field practicum evaluation. Advanced standing status will not be considered without a reference letter from the field instructor and a copy of the field practicum placement. If you have questions concerning field practicum evaluations, contact Steve Spyres, email: steve.spyres@washburn.edu phone: (785) 670-2146 or (785) 670-1616.
7. **Transcripts:** Please include official transcripts for ALL colleges and universities you have attended. Unofficial transcripts or copies of transcripts will not be accepted. All transcripts must be received in our office before we will review your application. Place all unopened transcripts in the large envelope along with your other completed application documents.

DO NOT SEND TRANSCRIPTS TO THE WASHBURN UNIVERSITY ADMISSIONS OFFICE OR THE UNIVERSITY REGISTRAR, SEND THEM TO THE SOCIAL WORK DEPARTMENT. INCLUDE THEM IN YOUR COMPLETED APPLICATION PACKET.

8. **Application Timeline:** We have two application cycles. The Cycle 1 deadline is October 15. If accepted for this cycle, you may start in the following spring semester. The Cycle 2 deadline is January 15. If accepted for this cycle, you may start in the next summer or fall semester.

Failure to complete the application procedure in its entirety may significantly delay the processing of your application. It is the responsibility of each applicant to followup with the Social Work Department, in a timely manner, to make sure her/his application is complete. Incomplete applications will not be processed and will be considered null and void if the application deadline is missed.

Any falsification or misrepresentation of information in the application may be cause for rejection of the application or immediate dismissal from the program if the applicant is admitted to the program.

9. **Resume:** Each applicant must submit a professionally prepared 1-2 page resume summarizing pertinent educational, employment, volunteer, and community service experience. Begin with your present position, and include any paid employment with the military, VISTA, Peace Corps, etc. Include this with the other materials in the large envelope.
10. **Delivery of the Application:** Mail or hand-deliver your completed application packet to: Attn: MSW Admissions, Washburn University Department of Social Work, Benton Hall, Room 412, 1700 S.W. College Avenue, Topeka, Kansas 66621.

Finally, it is the responsibility of the applicant to make sure that all application materials (MSW application, application fee, Personal Statement, three letters of reference, resume, and all transcripts from the universities attended) are enclosed in ONE envelope as a single packet. To review your file we must have all items, and they must be received in a timely manner. IT IS TO YOUR ADVANTAGE TO FULLY COMPLETE ALL ELECTRONIC AND PAPER APPLICATIONS AND TO SUBMIT THEM AS EARLY AS POSSIBLE. If you have questions, please contact the Social Work office at (785) 670-1616 or at social-work@washburn.edu.

Thank you for your interest in our program!

Sincerely,

A handwritten signature in blue ink that reads "Jay Memmott". The signature is stylized and includes a long horizontal flourish extending to the right.

Jay Memmott, Ph.D., L.S.C.S.W.
Department Chair

WASHBURN UNIVERSITY

DEPARTMENT OF SOCIAL WORK

1700 SW College Avenue, Benton Hall, Room 412, Topeka, Kansas 66621
(785) 670-1616

Application for Admission to the Master's Program

PLEASE PRINT THIS INFORMATION

Date: _____ Social Security #: _____

Name: _____
(Last) (First) (Middle)

Daytime Phone # () _____ Home/Cell Phone #: () _____
Circle "Home" or "Cell"

Current Mailing Address: _____

(Street) (City) (State) (Zip Code)

Permanent Mailing Address: _____

(Street) (City) (State) (Zip Code)

E-Mail Address: _____ Country of Citizenship: _____

Standing for which you are applying (Check one):

- Regular Standing (non-BSW degree required)
- Advanced Standing (BSW degree required)

Your starting semester. This must match your choice when you applied online for admission to Washburn University (Check one):

- Spring 2010
- Summer 2010
- Fall 2010

Status for which you are applying (Check one):

- Full-Time
- Part-Time

I have taken social work courses at Washburn University or at another university (Check all that apply):

- As an undergraduate
- As a nonmatriculating graduate student
- As a matriculating graduate student

Concurrent employment while attending the MSW Program (Check one):

- I plan to work Full-Time Part-Time
- I will not be employed while attending the MSW Program at Washburn University.

Special interests (Check any that apply):

- Dual JD-MSW Degree
- School Social Work Specialization
- Certificate Program (Addictions Treatment, Victim/Survivor Services, Morita Therapy)

If so, specify which one:

Academic History: List, in order of attendance, all Colleges and Universities you have attended (starting with the most recent program). Arrange to have all official transcripts sent from each attended institution. Your application will not be processed unless all transcripts are turned in with your application.

*Please provide any other name(s) that may appear on official transcripts:

Name of College/University	Location (City, State)	Dates Attended		Major	Degree	Date Received	Cumulative GPA
		Mo/Yr	Mo/Yr				

List the names of persons from whom you have requested references:

Name of Reference	Position Held/Agency Name	Relationship

Name: _____ Birth Date*: _____ Sex *: F M
Month Day Year

Given your ethnic background, with which group do you identify the most? *:

Black, not of Hispanic origin Hispanic White, not of Hispanic origin

Asian or Pacific Islander American Indian or Alaskan Native Other

***Completing information in this box is discretionary, but we would appreciate it if you would provide this information as we need it for annual reporting to the Council on Social Work Education.**

I hereby certify that the answers and statements contained in this application are true to the best of my knowledge/belief.

Signature

Date

Liberal Arts Requirements (For ALL Applicants)

Consistent with the importance ascribed to the liberal arts perspective by the Council on Social Work Education (CSWE) and Washburn University, there should be evidence of an adequate preparation to begin graduate study. Such preparation must include satisfactory completion (i.e., at least a “C”) of undergraduate course work in each of the following areas: the natural sciences, social sciences, English composition, humanities, and mathematics. There must also be evidence of satisfactory completion of course work in human biology content and human cultural content. Students who lack course work in any of these areas will be required to complete undergraduate courses during their first year of admission to the graduate program.

Given these general guidelines, please review your undergraduate transcript(s) and note in the table below which courses meet the requirements for *each* content area. You need not list any more than two or three courses for each area. Simply put the course information in the empty box to *right* of each content area. Please list (a) the course, (b) the corresponding semester in which you took the course (in parentheses), and (c) the grade you received for the course.

For example, if you took Cultural Anthropology at Washburn University in the Fall Semester of 2003 and earned a “B,” then you would list it in the box to the right of the “Cultural Content” item as “AN 112 (Fall 2002) - B.”

English Composition (list just 2 courses)		Mathematics (list 1-2 courses)	
Social Sciences (list 2-3 courses)		Humanities (list 2-3 courses)	
Human Biology Content (list 1-2 courses)		Cultural Content (list 1-2 courses)	

For **Advanced Standing Applicants Only**: Please refer to your transcript and fill in, as best as you can, the social work courses that you took that you believe are equivalent to the Washburn University social work courses listed below. See the MSW Bulletin for course descriptions. A final determination will be made by the Director of the MSW Program. Admission into the MSW Program at Washburn University will be contingent upon completion of coursework and/or other requirements prescribed by the Admissions Committee. An applicant cannot begin taking courses in the MSW Program at Washburn University until he/she has earned a baccalaureate degree at an accredited university in a CSWE-accredited program.

Student Name:		University/College:			
Course #	Washburn University Course	WU Hours	Equivalent Course	Equivalent Hours	Grade
SW 500	Micro HBSE	3			
SW 501	Macro HBSE	3			
SW 510	Foundations of Social Policy	3			
SW 511	Social Policy and Advocacy	3			
SW 520	Quantitative Social Work Research	3			
SW 521	Qualitative Social Work Research	3			
SW 530	Fundamentals of Social Work Practice	3			
SW 550	Generalist Practicum I	5			
SW 551	Generalist Practice Seminar I	3			
SW 560	Generalist Practicum II	3			
SW 561	Generalist Practice Seminar II	2			

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Reference Statement

Applicant completes this box:

Please print your name: _____

(Last)

(First)

(Middle)

The Family Educational Rights and Privacy Act and its amendments guarantee students access to their educational records. Students may, however, waive their right to access references. The choice of the applicant regarding this reference is to be indicated below (circle one):

I **do/do not** waive my right to inspect the contents of the following reference.

Applicant's Signature

Date

Please request a reference statement from three persons who have extensive knowledge of your qualifications for graduate study in social work. **Re-read the instructions regarding References to make sure you fully understand how to complete this reference form.**

INSTRUCTIONS FOR THE PERSON SERVING AS A REFERENCE FOR THE ABOVE-NAMED APPLICANT

To The Reference:

The above-named person is applying for admission to the MSW program at Washburn University, and has given your name as a reference. We seek students who demonstrate potential for graduate academic work as well as commitment to the welfare of all. Our program originates from the historical roots of social work. It is inextricably linked with the core values of the profession, including the ongoing pursuit of social and economic justice, the value, worth and dignity of all persons, the belief in client determination, and the potential for growth.

Please give us a candid assessment of this applicant regarding her/his suitability for our program. You may attach a separate letter with this form, if you prefer; **HOWEVER, THE FORM MUST BE COMPLETED IN ITS ENTIRETY.** Please give (or mail) this to the applicant in a **sealed envelope**, after you **sign across the flap**. She/he will then include this reference form in her/his application packet.

1. How long and in what capacity have you known the applicant?

Months/Years	Nature of Relationship (employer, co-worker, supervisor, etc.)

2. Please comment on any specific talents demonstrated in working with people, completing tasks, dependability and other work related skills.

3. What is your estimate of the applicant's promise as a graduate student? (Intellectual independence, capacity for analytical thinking, ability to organize and express ideas clearly, scholarly and professional potential, and capability for self-reflection.)

4. Please indicate the applicant's ability and professional competence in comparison to other individuals whom you have known at similar states in their careers.

	Superior	Excellent	Very Good	Average	Below Avg.	Unable to Rank
Intellectual Capacity						
Self-reliance, motivation						
Ability to deal with stress						
Emotional stability, maturity						
Ability to make decisions						
Writing skills						
Verbal skills						
Growth potential						
Skills in relating to others						
Cultural sensitivity						

5. I would:

Highly Recommend

Recommend

Recommend with reservation

Signature: _____

Date: _____

Name (Print or Type): _____

Title: _____

Organization: _____

E-Mail: _____

Address: _____

Phone: _____

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Skills in relating to others						
Cultural sensitivity						

5. I would:

Highly Recommend

Recommend

Recommend with reservation

Signature: _____

Date: _____

Name (Print or Type): _____

Title: _____

Organization: _____

E-Mail: _____

Address: _____

Phone: _____

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Organization: _____

E-Mail: _____

Address: _____

Phone: _____