

CARVER SCHOOL OF SOCIAL WORK



MSW ADMISSION APPLICATION PACKET

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CARVER SCHOOL OF SOCIAL WORK
Campbellsville University



Application for Admission to the Master of Social Work Program

Submit application materials:
Campbellsville University
Carver School of Social Work
1 University Drive
UPO 855
Campbellsville, KY 42718-2799

Applications for August entry are accepted through June 15th, January entry through November 15th, and May entry through March 15th.

The required packet of application materials includes the following:

- Application for Graduate admissions.
- Application for Admission to the Master of Social Work Program
- Signed Social Work Professional and Technical Standards
- Official transcripts sent directly from other colleges/universities attended (Applicants must have completed a baccalaureate degree with a minimum of 15 hours of liberal arts education and an undergraduate GPA of 3.0 on a 4-point scale. If the student does not have the required 3.0 undergraduate GPA they may still apply but must submit a written of 1) What prevented them from achieving a 3.0 GPA, 2) What steps will they take to ensure they are successful in the MSW program.
- Three letters of recommendation (1 from someone who particularly knows your academic background and suitability of graduate study; 1 who is very familiar with your values and moral character; and 1 who particularly knows your potential as a social worker.) Your references **cannot** be from relatives (current or previous).
- Additional information may be requested by the Admissions Committee

*The MSW program does not accept or award college credit for life experiences.

Campbellsville University
Carver School of Social Work
Application for Admission to the Masters of Social Work Program

Applicant Contact Information:

Name _____
Last First M.I./Maiden

Address _____
Street City State Zip

Telephone Number and Area Code _____
Home Work/School

Cell phone _____ Personal email address: _____

Date of Birth _____ Age _____ Sex/Gender: Female Male
month / day / year circle applicable

Ethnic background:

- | | |
|--|--|
| <input type="checkbox"/> White/Non-Hispanic | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Asian or Pacific Islander | <input type="checkbox"/> American Indian |
| <input type="checkbox"/> Black/African-American | <input type="checkbox"/> Other |

Marital Status:

- | | | | |
|---|--|------------------------------------|----------------------------------|
| <input type="checkbox"/> Single/Never married | <input type="checkbox"/> Divorced | <input type="checkbox"/> Separated | <input type="checkbox"/> Widowed |
| <input type="checkbox"/> Married | <input type="checkbox"/> Cohabitate with a partner | | |

Citizenship:

Country of birth: _____

Country of citizenship: _____ City of birth: _____

Country of legal permanent residency: _____

If not a U.S. citizen, your immigrant status or visa type? _____

Work history:

1. _____
Employer Job title Employment Dates

Description of job duties

2. _____
Previous Employer Job title Employment Dates

Description of job duties:

3.

Current Employer

Job title

Date hired

Description of job duties:

Colleges and Universities Attended:

Undergraduate GPA: _____

List in chronological order ALL colleges attended or attending.

Denote * for any university you are currently attending.

Name of University conferring undergraduate degree:

What was your major/area of study? _____

If you graduated with a Bachelor of Social Work (BSW), how many hours of field practicum did you complete: _____

Month and year degree conferred: _____

(If more than 1)

What was your major/area of study? _____

Month and year degree conferred: _____

Do you have a bachelor level social work license? Yes No

Did you complete the ASWB Bachelor exam as a license requirement? Yes No

If so, which state you are currently licensed? _____

What is your license number _____

Have you previously applied to CU? Yes No

If yes, when? _____

(Specify dates and program)

Do you already have a graduate degree or have graduate hours? Yes No

If so please provide the name of the university, degree received, and/or number of hours obtained. Denote * for any university you are currently attending.

NOTE: Please review the transfer credit policy in the MSW Student Handbook if you want to transfer in previous graduate credit.

Disclosures

1. Have you ever been convicted of violating any law or have any pending criminal charges (omit minor traffic violations)? If yes, please list conviction(s)/pending charges, date(s), place(s) and an explanation.

YES _____ NO _____

If yes, please explain. _____

2. Have you ever been identified as a substantiated perpetrator of child or adult abuse or neglect?
Yes _____ NO _____

If yes, please explain. _____

Acknowledgements

I, _____ (student printed name) on _____ (date) hereby certify that the above statements are true and correct to the best of my knowledge. I understand that a false statement or a lack of disclosure regarding pertinent information impairing your ability to function in a practicum may disqualify you for the MSW/BSW Program at Campbellsville University.

This information is for the purpose of:

- Protecting clients and the practicum student
- Ensuring that you may be able to acquire personal liability insurance
- Enabling the Field Education Program to respond to certain agency requirements for persons working in that agency (most agencies require specific background checks, drug screening, etc.)

Answering in the affirmative to the disclosure statement does not automatically in and of itself prevent you from completing your practicum requirement. However, it may limit the type of practicum or practicum population that you will be able to work with. The Field Director will discuss your individual situation with you in order to help determine the type of practicum situation that might be most appropriate for both you and the practicum setting. It should also be noted that there may be certain types of criminal convictions or personal problems that could make it extremely hard or impossible to place you in a practicum setting. There may also be certain issues that would prohibit you from being able to obtain personal liability insurance which is required for practicum placement. If you have new information related to legal issues or personal problems that you have failed to inform anyone in the program since your initial acceptance, it cannot be guaranteed that you will be able to complete this program requirement for the MSW degree.

No final arrangements for a field placement are made prior to completion of this statement and its submission to the MSW Director of Field Education.

Field deadlines:

Fall Start: July 1

Spring Start: December 1

Summer Start: April 1

CARVER SCHOOL OF SOCIAL WORK
Campbellsville University



Reference for Admission to the Master of Social Work Program

To be completed by applicant:

Name _____

The Family Educational Rights and Privacy Act of 1974 opens many student records for the student's inspection. This law also permits the student to sign a waiver relinquishing the right to read this reference. Please indicate your choice.

I waive my right to read this reference. _____
Signature Date

I do not waive my right to read this reference. _____
Signature Date

CARVER SCHOOL OF SOCIAL WORK
Campbellsville University



Reference for Admission to the Master of Social Work Program

To be completed by reference:

Name _____ Date _____

Occupation or Title _____

Name of Applicant _____

What is your relationship to the applicant? _____

Address _____

City _____ State _____ ZIP _____

Please rate the applicant on the following qualities. Circle the appropriate number. 5=excellent, 4=above average, 3=average, 2=below average, 1=poor and #=No Knowledge.

Assumes responsibility for own behavior and learning	5	4	3	2	1	#
Intellectual curiosity	5	4	3	2	1	#
Written communication skills	5	4	3	2	1	#
Responsibility/dependability	5	4	3	2	1	#
Ability to work collaboratively	5	4	3	2	1	#
Ability to succeed in graduate studies	5	4	3	2	1	#
Values and moral character	5	4	3	2	1	#
Potential to practice advanced social work	5	4	3	2	1	#

Please respond to the following items:

Please comment as to the graduate program applicant's ability to succeed in graduate level studies.

Briefly describe this applicant's strengths and weaknesses as a potential social worker.

Please comment on the values and moral character of the applicant.

How long have you known this applicant and in what setting?

Additional comments

Recommendation:

- Recommend highly
- Recommend with reservations
- Recommend
- Do not recommend

Printed Name of Respondent _____ Title _____
Signature of Respondent _____ Date _____

Please return to:
Campbellsville University
Graduate Studies Admissions
Masters of Social Work Program
1 University Drive
Campbellsville, KY 42718-2799

Social Work Professional and Technical Standards
MASTER AND BACHELOR DEGREE PROGRAMS

The technical standards outlined below are required for completion of programs from the Carver School of Social Work at Campbellsville University. These standards, describe the physical, cognitive, emotional and behavioral requirements of social work students. They are designed to provide an overview of non-academic criteria required for students to fully participate in all aspects of coursework and the field practicum.

1. **Observation:** Students must be able to:

- Accurately observe clients to effectively assess their situations.
- Have the sensory and motor abilities to carry out effectively the necessary assessment activities.

2. **Communication:** Students must be able to:

- Communicate effectively with other students, faculty, staff, clients and other professionals, and exemplify a willingness and ability to listen to others.
- Demonstrate effective communication in presentations, written assignments, small group settings, and through electronic means.
- Perceive and interpret nonverbal communication.
- Use spoken and written English to understand the content presented in the program.
- Comprehend reading assignments and search and evaluate the literature.
- Demonstrate competency in writing skills.

3. **Sensory and Motor Functions:** Students must have sufficient sensory and motor abilities to:

- Attend/participate in class and complete the required number of hours during their field practicum.
- Attend and perform safely and satisfactorily in the classroom/online setting and in social work agency settings.

4. **Intellectual, Conceptual, Integrative and Quantitative Functions:** Students must have the

ability to:

- Think critically, analyze and interpret objective and subjective data, and apply effective problem-solving skills. These skills allow students to make proper assessments, use sound judgment, appropriately prioritize therapeutic interventions, and measure and report client outcomes.
- Demonstrate cognitive ability to effectively use and apply program's knowledge/skills.

5. **Self-Awareness:** Students must exhibit:

- Knowledge and openness to learning how one's values, attitudes, beliefs, emotions and past experiences affect thinking, behavior and relationships.
- Willingness to examine and change their behavior when appropriate and work effectively with others in subordinate positions as well as with those in authority.

6. **Emotional and Mental Stability:** Students must demonstrate the ability to:

- Deal with current life stressors through the use of appropriate coping mechanisms effectively by using appropriate self-care and developing supportive relationships with colleagues, peers, and others.
- Effectively use help for medical or emotional problems that interfere with academic and clinical performance.

Professional Performance Standards

The Carver School of Social Work recognizes that preparation for professional practice requires more than scholastic achievement. The MSW Program expects students to exhibit behaviors that are consistent with professional performance. Such behavior is expected not only in the classroom but throughout the University and the larger community. Some specific examples of professional performance standards are outlined below.

Students must demonstrate:

- A commitment to the goals of social work and to the ethical standards of the profession,

as specified in the NASW Code of Ethics.

- The essential values of social work including the respect for the dignity and worth of every individual and his/her right to a just share of society's resources (social justice).
- Behaviors that are in compliance with program policies, institutional policies, professional ethical standards, and societal laws in classroom, field, and community.
- Responsible and accountable behavior by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities, attending class regularly, observing deadlines, completing assignments on time, keeping appointments or making appropriate arrangements, and accepting supervision and criticism in a positive manner.
- A commitment to serve in an appropriate manner all persons in need of assistance, regardless of the person's age, class, race, religious affiliation (or lack of), gender, disability, sexual orientation and/or value system.

I have read, understand and acknowledge receipt of the Social Work Professional and Technical Standards.

Signature of Applicant _____ (Typed signature accepted) Date _____

Technical Standards may be met with, or without, accommodations. The University complies with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Requests for accommodations should be directed to the Office for Disability Accommodations (ODA) and follow established university policies and procedures. For more information, contact ODA at 270-789-5450 or visit <https://www.campbellsville.edu/academics/academic-affairs/academic-support/disability-services/>.

Based on Mississippi State University document