

MSW ADMISSION REQUIREMENTS AND PROCEDURES

CARVER SCHOOL OF SOCIAL WORK and COUNSELING

CAMPBELLSVILLE UNIVERSITY



Criteria for Admission to the Master of Social Work Program

Please submit this application packet to:
Campbellsville University
Carver School MSW Admissions
1 University Drive
Campbellsville, KY 42718-2799

Applications for the fall term close on May 31. The required packet of application materials includes the following:

- Application for Graduate admissions.
- Application for Admission to the Master of Social Work Program
- 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 are encouraged to apply but may be required to take the Carver School of Social Work competency exam and score at least a 70% or greater for consideration.
- 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 counselor.)
- International students must have a 2.3 computer generated or a 550 paper generated TOEFEL (Test of English as Foreign Language).
- Submit a 1000 word essay that follows the Carver School Application Writing Rubric.
- Application for Field Practicum (contact the Carver School for application)

Campbellsville University
Carver School of Social Work & Counseling
Application for Admission to the Master's 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:

- White/Non-Hispanic Hispanic
 Asian or Pacific Islander American Indian
 Black/African-American Other

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? _____

Enrollment Plans:

Do you plan to enroll: Full time? Part time?
If you plan to enroll part time, how many credit hours per trimester? _____

Social Work Experience:

Work history
1. _____
Employer Job title Date last employed

Description of job duties

Work history

2. _____
Employer Job title Date last employed

Description of job duties:

Anticipate term you plan to take your first class:

Year: _____ Trimester 1 (fall) Trimester 2 (winter)
 Trimester 3 (spring) Summer

Colleges and Universities Attended:

Undergraduate GPA: _____

List in chronological order ALL colleges attended or attending.

1. _____
2. _____
3. _____
4. _____
5. _____

Degree earned? Yes No

If yes, what was your area of study? _____

Month and year degree conferred: _____

Have you previously applied to CU? Yes No

If yes, when? _____

(Specify dates and program)

Legal Records:

Have you ever been convicted of a felony? YES _____ NO _____

Do you have any preexisting criminal record which may influence your acceptance in a public or private service agency? YES _____ NO _____

If you answered yes, please provide legal charge, conviction date and state in which convicted?

Areas of Interest:

What areas of social work are you interested in studying? _____

Letters of Recommendation:

Please list the names, addresses and telephone numbers for the three individuals you have requested to make recommendations for you. These recommendations should come from individuals who are able to address your potential to succeed in graduate studies, who know your values and moral character, and who can assess your potential to become a professional social worker. Their recommendations must be submitted on the “Reference for Admission to the Master of Social Work Program” forms that are provided in your application packet.

1. Name _____
Occupation _____
Address _____
Telephone _____

2. Name _____
Occupation _____
Address _____
Telephone _____

3. Name _____
Occupation _____
Address _____ Telephone _____

Statement of Interest Discussion Questions

1. Discuss why you are seeking your Masters in Social Work degree from Campbellsville University’s Carver School of Social Work and Counseling
2. Discuss your strengths and challenges as a student (past experiences), including diagnosed or suspected learning disabilities, physical and/or mental health issues, personal obligations, work obligations, time management and ability to work in high stress situations.
3. In what group activities do you have experience? Please describe a personal involvement with a group where you felt uncomfortable and describe how you dealt with your discomfort.
4. Describe how you are going to shift your current obligations to allow for success as a full time Masters in Social Work student.
5. If you have an undergraduate GPA less than 3.0, discuss your circumstances as to why this is so.
6. Summarize and discuss why you think you are appropriate to serve the public as a master’s level social work professional.

College Application Essay/Personal Statement Rubric

| Category | Description of Writing Quality | Rating | Weight |
|---|--|--------|--------|
| Organization Writer’s experience is conveyed through a cohesive structure. | Progression from paragraph to paragraph and sentence to sentence is smooth and logical. 2 points | | 6 |
| | Transitions are used meaningfully and not forced; transitions within paragraphs and especially between paragraphs to preserve the logical flow of the essay. Writer avoids using words such as, “however,” “nevertheless,” and “furthermore.” 2 points | | |
| | A variety of sentence lengths and structures are mixed within any given paragraph. 2 points | | |
| Development Insight into the writer’s experience is shown through rich detail. | Presentation is thoughtful or insightful (e.g., an unusual perspective, a particularly unique experience). 2 points | | 8 |
| | The writing uses concrete, vivid language . 2 points | | |
| | The writing shows depth and complexity of thought. Elaboration in each paragraph is of sufficient depth and detail. 2 points | | |
| | Essay details make statements for the writer (show vs. tell). 2 points | | |
| Voice Language engages the reader throughout the writing. | Writing focuses on verbs and keeps adjectives to a minimum. 2 points | | 8 |
| | Writer employs active voice ; passive sentence constructions are avoided. 2 points. | | |
| | Writing sounds authentic and original- word choice doesn’t appear contrived. 2 points | | |
| | Writing avoids slang terms, clichés, contractions, and an excessively casual tone. Clichés make writing appear lazy, ideas ordinary, and experiences typical. 2 points | | |
| Conventions Complex ideas are communicated through sophisticated forms of expression. | Writing represents consistent command of spelling, capitalization, punctuation, grammar, usage, and syntax. Errors do not distract from the overall fluency of the composition. 2 points | | 6 |
| | Minor errors result from the attempt to communicate complex ideas through sophisticated forms of expression. 2 points | | |
| | Words, phrases, and sentence structure enhance the overall effectiveness of the communication of ideas. 2 points | | |

Final Score

/28

CARVER SCHOOL OF SOCIAL WORK & COUNSELING
Campbellsville University



Reference for Admission to the Masters in Social Work

To be completed by applicant:

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

To be completed by reference:

Name _____ Date _____

Occupation or Title _____

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 know 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
 Carver School MSW Admissions % Misty Willis
 1 University Drive Campbellsville, KY 42718-2799