



Master of Social Work Program  
Application Policies

2018

Department of Social Work  
Nursing Building 4th Floor  
749 Chestnut Street  
Terre Haute, Indiana 47809  
(812) 237-3611

## Table of Contents

Introduction.....	3
Admission Policies.....	4
College of Graduate and Professional Studies.....	4
Regular Admission.....	4
Conditional Admission .....	5
Provisional Admission.....	5
Admission of International Students.....	6
MSW Program Admission Requirements.....	9
Needs of specific students.....	9
Enrollment restrictions.....	9
Student financial support .....	10
Criminal Background Check and Sex Offender Policy .....	10
Admission Process .....	11
Admission Decision .....	12
Applicant Notification .....	12
Advanced Standing .....	14
MSW Advanced Standing Admission Process .....	14
Transfer Credit.....	15
General Information.....	16
Life Experience or Previous Work Experience .....	16
Field Practica .....	16
Concentrations .....	16
Employment while in the MSW Program.....	16
Financial Aid.....	16
Policy on Nondiscrimination .....	17
Curriculum Grids and Course Schedules.....	17
MSW Admission Packet.....	20
<b>MSW Application Checklist</b> .....	28

## **Introduction**

Indiana State University (ISU) welcomes applicants to the Master of Social Work (MSW) Program. The MSW Program is accredited by the Council on Social Work Education (CSWE) Commission on Accreditation.

The ISU MSW Program focus is on rural clinical social work practice. Students may select from two concentrations, mental health and addiction concentration or health concentration. The ISU MSW Program mission is:

The Department of Social Work at Indiana State University is committed to contributing to the profession of social work through teaching, research, community service, and continuing educational opportunities. The focus of the graduate program (Master of Social Work) is on the promotion of social and economic justice and on the development of competent and skilled clinical social work professionals who are prepared to work with rural populations. (August 2012)

Please continue reading if the mission and focus of the ISU MSW Program is in line with your personal and professional goals.

## Admission Policies

MSW applicants must first apply and be accepted into the Indiana State University College of Graduate and Professional Studies. Once accepted, applicants complete an MSW Program Application. Details follow.

### College of Graduate and Professional Studies

Degree-Seeking Graduate Students Types of Admission  
<http://www.indstate.edu/graduate/apply/types-of-admission>

Degree-Seeking Graduate Students  
Indiana State University grants regular, conditional, and provisional admission status.

#### *Regular Admission*

Regular admission status, upon the recommendation of an academic unit, may be granted to an applicant who meets the minimum admission requirements of the College of Graduate and Professional Studies. **It should be noted that the MSW Program has higher and/or other admission requirements.**

For regular admission status in the College of Graduate and Professional Studies, an applicant must, as a minimum:

1. Hold a baccalaureate degree granted by a regionally accredited institution (for international students, a degree granted by a recognized institution).
2. Have earned a minimum cumulative grade point average of 2.7 in all undergraduate course work; or have earned a minimum cumulative grade point average of 3.0 in the last 60 hours of undergraduate course work; or have earned a minimum cumulative grade point average of 3.0 in the applicant's major field of study; or have earned a minimum cumulative grade point average of 3.0 in all courses taken at the graduate level.
3. Where required, submit departmentally acceptable scores in the General Test of the Graduate Record Examination (GRE) or, where applicable, other appropriate standardized measures.
4. Satisfy and/or meet any and all additional admission requirements of the department/program where admission is being sought.
5. Submit to the College of Graduate and Professional Studies a fully completed Graduate Admission Application Form with a non-refundable admission application fee of \$45.00 (U.S. citizens and permanent residents) or \$65.00 (international students) payable by cash, credit card, money order, or check made payable to Indiana State University.

### *Conditional Admission*

Conditional admission is intended for those students whose undergraduate record does not reflect their current capacity to do graduate work. In those circumstances conditional admission status, upon the recommendation of an academic unit, may be granted. **It should be noted that the MSW Program has higher or other admission requirements.**

Conditional admission has a maximum time limit of one academic year. Applicants admitted on a conditional basis must maintain a minimum cumulative grade point average of 3.0 while enrolled in the College of Graduate and Professional Studies. A final admission decision shall be reserved by the academic unit until an applicant's performance has been evaluated after one academic year of enrollment.

For conditional admission status, an applicant must, as a minimum:

1. Hold a baccalaureate degree granted by a regionally accredited institution (for international students, a degree granted by a recognized institution).
2. Have earned a minimum cumulative grade point average of 2.3 in all undergraduate course work; or have earned a minimum cumulative grade point average of 2.5 in the last 60 credit hours of undergraduate course work; or have earned a minimum grade point average of 2.5 in the applicant's major field of study.
3. Where required, submit departmentally acceptable scores in the General Test of the Graduate Record Examination (GRE) or, where applicable, other appropriate standardized measures.
4. Satisfy and/or meet any and all additional admission requirements of the department/program where admission is being sought.
5. Submit to the College of Graduate and Professional Studies a fully completed Graduate Admission Application Form with a non-refundable admission application fee of \$45.00 (U.S. citizens and permanent residents) or \$65.00 (international students) payable by cash, credit card, money order, or check made payable to Indiana State University.

An example of a possible request for *Conditional Admission* is an applicant who has not successfully completed a statistics course. The applicant could be admitted under conditional status until the course is completed, which must be successfully completed prior to SOWK 608 (Advanced Research I). All other MSW Program requirements must be completed.

### *Provisional Admission*

Provisional admission is intended for those students meeting regular or conditional admission requirements who are missing admissions materials other than an application, application fee,

and an official transcript from the institution granting their highest completed degree. Provisional admission status may be granted upon the recommendation of an academic unit. Final decision on an applicant admitted on a provisional basis shall be reserved until all missing documents are received but may not exceed one semester.

For provisional admission status, an applicant must, as a minimum:

1. Meet the criteria for regular or conditional admission.
2. Submit official transcripts.
3. Submit to the College of Graduate and Professional Studies a fully completed Graduate Admission Application Form with a non-refundable admission application fee of \$45.00 (U.S. citizens and permanent residents) or \$65.00 (international students) payable by cash, credit card, money order, or check made payable to Indiana State University.

An example of a possible request for *Provisional Admission* is an applicant who has not submitted a limited background check. The applicant could be admitted under provisional status until the background check has been received. The background check must be received before the start of the first MSW class. All other MSW Program requirements must be completed.


An example of a possible request for *Conditional Admission* is an applicant who has not successfully completed a statistics course. The applicant could be admitted under conditional status until the course is completed, which must be successfully completed prior to SOWK 608 (Advanced Research I). All other MSW Program requirements must be completed.

#### *Admission of International Students*

<http://www.indstate.edu/graduate/apply/international-degree-seeking-application>

**Step 1:** Submit the following to Graduate Admissions.

1. Application: [Apply on-line](#).
2. \$65.00 application fee (nonrefundable). Payable by Visa, MasterCard, or check or money order payable to Indiana State University (include SSN or University ID). No cash accepted. An application cannot be evaluated until the fee has been received. ISU students returning within two years from their last enrollment will be exempt from the \$65.00 fee.
3. Official [GRE](#), [GMAT](#), and [PRAXIS](#) scores (if required by program) must be sent directly from testing center to Graduate Admissions (above).
4. Official [TOEFL](#), [ELS](#), or [IELTS](#) scores (unless exempt) must be sent directly from testing center to Graduate Admissions (above).

5. Copy of passport. If studying in the United States a copy of your current I-94 card, F-1 or J-1 visa, and I-20 or DS2019 are also required. If currently in the United States but not studying, a copy of the applicable visa must also be submitted.
6.  [Affidavit of financial support](#)
7. Please upload and attach any additional application materials required by the department as part of the online application process (if required), for example, statement of purpose, resumes/curriculum vita. All international students should upload the affidavit of financial support and other required documents prior to submitting the online application. Refer to the admissions requirements for individual programs published in the graduate catalog or contact the program director as the required documents vary.

**Step 2: Education Credentials/General Evaluation Course-by-Course Report**

As part of your application to Indiana State University, you must complete an application with [Educational Credential Evaluators, Inc. \(ECE\)](#) for an evaluation of your international educational credentials. This application can be submitted at the same time as your Indiana State University application.

Please be prepared to submit the following to ECE:

- Documentation of education including official transcripts
- Proof of degree
- Translation of non-English documents
- Payment of \$160 for Course-by-Course Evaluation Report for Transfer applicants

Please request an additional copy of your evaluation report to be sent to Indiana State University. When ECE has completed your Course-by-Course Evaluation Report, ECE will fulfill your request and forward one copy of the report to Indiana State University along with your supporting educational documents.

**You cannot electronically submit or hand deliver academic records (transcripts) to the Office of Admissions. To be considered official, transcripts must arrive directly from the issuing institution. All international transcripts must be sent to ECE.**

**Step 3:** To expedite the receipt of I-20, please read these [instructions](#).

Indiana State University  
Graduate Admissions  
Welcome Center  
318 North Sixth Street  
Terre Haute, IN 47809-1904

Deadlines

Deadlines vary by program. Contact the academic department or program coordinator to determine admission deadlines and other important dates.

Note: Applicants are responsible for completing the application process in a timely fashion. The College of Graduate and Professional Studies is not responsible for delays caused by mailing services. Please note that an application will not be reviewed until all required documents are received.

#### Admission Requirements

Admission is evaluated based on the strength of the application, including:

- Undergraduate GPA or previous graduate GPA
- GRE or GMAT test scores (if required by the program)
- Recommendation letters (if required by the program)
- Statement of purpose (if required by the program)

Indiana State University grants regular, conditional, and provisional admission status. The admission status options and explanations are listed above.

#### English Proficiency Requirement

Students must meet ISU requirements for English proficiency to be eligible for admission.

Students may demonstrate proficiency by meeting one of the following criteria:

- [TOEFL](#) with minimum score of 550 (paper examination)
- [TOEFL](#) with minimum score of 79-80 (internet-based examination)
- [TOEFL](#) with a minimum score of 213 (computer based examination)
- [IELTS](#) (International English Language Testing System) score of 6.5
- [Interlink Language Center](#): successful completion of Level 5
- [ELS](#): successful completion of Level 112
- [GRE](#) scores with a minimum score of 149 in verbal
- [Intensive English Program at Indiana University](#): successful completion of Level 6
- MELAB with minimum score of 77
- The Language Company: successful completion of Level 9
- Spring International Language Center: successful completion of Level 6
- Ball State University IEI: successful completion of Level 6
- Completion of a prior degree or the successful completion of 30 or more credit hours of coursework (one academic year) at a regionally accredited institution in the United States or any English speaking country; or an earned diploma from a high school in the United States



## **MSW Program Admission Requirements**

1. A minimum final undergraduate grade point average of 2.7 on a 4.0 scale; or have earned a minimum cumulative grade point average of 3.0 in the last 60 hours of undergraduate course work
2. Provide a 4-6 page double-spaced statement of purpose. The following items should be addressed in the statement of purpose:
  - a. Reasons for choosing the MSW program of study.
  - b. Interest in a rural focus.
  - c. Interest in one of the two concentrations: mental health and addiction or health.
  - d. Plans upon achieving an MSW.
    - Career goals
    - Commitment to the social work profession
3. Complete the department application form for admission to the MSW program.
4. Provide evidence of meeting the College of Graduate and Professional Studies English Proficiency requirement, if English is not the primary language spoken.
5. Résumé
6. Three letters of reference
7. Criminal background check
8. Baccalaureate degree requirements
  - a. Evidence of liberal arts course work, demonstrated by the successful completion of a minimum of six courses in social or behavioral sciences.
  - b. Courses are accepted from the following disciplines: Psychology, Sociology, Anthropology, Economics, Political Science, Criminal Justice, and Social Work.
  - c. 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 the discipline.
9. 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. A student may also be conditionally admitted to the MSW program provided the statistics class is successfully completed prior to SOWK 608 (Advanced Research I).

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

### *Needs of specific students*

This program is designed for both the full-time graduate student and the part-time graduate student. There are several courses that are to be taken in sequence or concurrently with another course. For example, the Clinical Field Practicum courses must be completed in the designated sequence with the research courses.

### *Enrollment restrictions*

Enrollment may be restricted based upon the available MSW field practica sites.

### *Student financial support*

Various forms of financial support exist for eligible students including scholarships, fee waivers, stipends, grants and loans. Many employers offer student incentives for tuition reimbursement. Students may also apply for scholarships offered by local agencies as well as national organizations to assist them in furthering their education.

### *Criminal Background Check and Sex Offender Policy*

All applicants are required to submit a limited criminal history check prior to admission. Individual who have been convicted of sex offenses against children will not be admitted.

It is the policy of the Indiana State University MSW Program that no students or applicants who have been convicted of sex offenses against children shall be eligible for admission or matriculation into the MSW program.

In order to obtain a license to practice social work in Indiana one must:

1. Furnish satisfactory evidence to the Indiana Professional Licensing Agency Behavioral Health and Human Services Licensing Board 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
2. Furnish satisfactory evidence to the Board 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.

Access to the Indiana Professional Licensing Agency: <http://www.in.gov/pla/>  
Criminal History form for Indiana: <http://www.in.gov/ai/appfiles/isp-lch/>

## Admission Process

1. Applicants who seek admission to the MSW program must achieve admission through the College of Graduate and Professional Studies at the University level (see admission criteria above). Applicants must apply online. Link provided:  
<http://www.indstate.edu/graduate/degree.htm>
2. Applicants must submit all MSW Program materials to the College of Graduate and Professional Studies online admission link.
3. The MSW Admission Committee will review all applicant documents. Criteria utilized for selecting applicants will be based on graduate admission criteria, MSW application criteria, as well as individual ratings by the MSW Admission Committee.
4. A committee meeting will be commenced to discuss each applicant's application and committee members rubric results. Students with the highest ranking will be interviewed.
5. Applicant interviews will occur in the Department of Social Work. Interviews via technology (e.g., Skype) will be offered for applicants who are unable to come to campus.
6. The MSW Admission Committee will participate in the interview.
7. The consensus of the MSW Admission Committee will determine which candidates are selected for admission.
8. The MSW Program Director will make a final decision on candidates for whom a consensus was not reached by the MSW Admission Committee.

In evaluating applicants, the MSW Admission Committee will consider the following.

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 statement of purpose and application questions. All written materials submitted are evaluated on punctuation, spelling, grammar, syntax, organization, and the ability to clearly express ideas.
3. A basic understanding of the social work profession as reflected in the required statement of purpose and application questions and as communicated in the personal interview.
4. Emotional maturity, stable mental/emotional processes as evidenced by letters of reference and all communication with faculty and staff of the MSW Program.
5. Graduate course work performance (if any).
6. Successful completion of required course prerequisites.
7. Scores on the MSW Program's admissions rubric.
8. Length and type of work and volunteer experience as identified in the Admission packet.
9. Letters of reference - Students are encouraged to review the reference form and select individuals who will be able to answer a majority of the questions. References from faculty, supervisors in employment or volunteer positions and individuals with professional knowledge of social work or human services are preferred.
10. Evidence of personal values consistent with the professional social work values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, competence, human rights, and scientific inquiry as determined by the application material and oral and written communication for the applicant.
11. A personal interview.

12. Applicant's ability to successfully complete the MSW application process.

### **Admission Decision**

Applicants will receive one of four admission responses.

1. Accepted,
2. Conditionally Accepted,
3. Provisionally Accepted, or
4. Denied.

Contingent conditions (for conditional or provisional admission) will be identified in the admission response to the applicant.

#### Conditionally Accepted –

- Students whose undergraduate record does not reflect their current capacity to do graduate work.
- Conditional admission has a maximum time limit of one academic year.
- Applicants admitted on a conditional basis must maintain a minimum cumulative grade point average of 3.0 while enrolled in the College of Graduate and Professional Studies.
- A final admission decision shall be reserved by the MSW Program until an applicant's performance has been evaluated after one academic year of enrollment.

#### Provisionally Accepted –

- Students meeting regular or conditional admission requirements who are missing admissions materials other than an application, application fee, and an official transcript from the institution granting their highest completed degree.
- A final decision on an applicant admitted on a provisional basis shall be reserved until all missing documents are received but may not exceed one semester.

Admission is competitive and the instructional and field practica resources of the Program determine total enrollment.

### *Applicant Notification*

Admissions decisions will be relayed by the College of Graduate and Professional Studies. The MSW Program Director will also send a notice electronically via the e-mail address provided by applicants. It is imperative applicants provide a current email and inform the MSW Program if there is a change. It is recommended that a non-university email be used because university accounts are typically closed after graduation. A follow up letter will be sent to applicants accepted into the program if there is no response to the e-mail after a two week period of time.

Once the application is submitted to the Indiana State University MSW Program, it becomes the property of the Program and its content or copies of its content will not be released under any circumstances. There are a plethora of reasons an applicant may not be accepted into the MSW Program at Indiana State University. A denial for admission into this program does not mean an applicant would be denied admission into a different MSW Program at another university or into a different graduate program at Indiana State University. A denial means an applicant, when compared to other applicants, was not ranked high enough for admission. Applicants who are not accepted into the MSW program may re-apply for admission in subsequent years.

## Advanced Standing

MSW applicants who have a BSW degree from a CSWE-accredited program, those recognized through its International Social Work Degree Recognition and Evaluation Service, or covered under a memorandum of understanding with international social work accreditors will not repeat what they have mastered in their undergraduate program. Students who meet the criteria may apply and be considered for the Advanced Standing Program described below.

If offered advanced standing, the applicant will be given *credit by credential* for the first 23 hours of the program (foundational courses). Students must meet the admission requirements for all applicants in addition to the following requirements.

1. Conferral date of their BSW degree is within the last 5 years
2. A 3.0 overall grade point average on a 4.0 scale for all undergraduate work attempted; or a 3.0 grade point average in the last 60 semester hours taken in the undergraduate program.
3. Satisfactory completion of a 400 hour generalist field placement (minimum) in direct practice with individuals, families, groups, and communities under appropriate social work supervision.
4. Meet the social work foundational level course requirements. Advanced standing applicants will have transcripts and/or program content evaluated by the MSW Admissions Committee to determine if foundation content has been met. The Admissions Committee reviews and evaluates all advanced standing applications. Applicants may be required to present copies of course descriptions, course syllabi, and/or assignments in order to document that appropriate content has been covered in the previous course of study.
5. Applicants must submit online their BSW final field evaluation or letter from their BSW field practicum agency supervisor and a letter of reference written by a full time (not adjunct) faculty member from their undergraduate social work program.

### *MSW Advanced Standing Admission Process*

1. Applicants who seek admission to the MSW Advanced Standing Program must first achieve admission through the College of Graduate and Professional Studies at the University level (see admission criteria above).
2. Applicants must also submit all MSW Program materials and the Advanced Standing materials to the College of Graduate and Professional Studies online admission link.
3. The MSW Admission Committee will review and rate each candidate with an admission rubric (see Appendix). Criteria utilized for selecting applicants will be based upon graduate admission criteria, MSW application criteria, MSW Advanced Standing criteria, as well as individual ratings by the MSW Admission Committee.
4. A Committee meeting will be commenced to discuss each application and committee members rubric results.

5. The top ranked candidates will be invited to come in for an interview. If said candidate refuses, the Committee will make an admission decision based upon the application packet.
6. The consensus of the MSW Admission Committee will determine which Advanced Standing candidates are selected for admission.
7. The MSW Program Director will make a final decision for Advanced Standing candidates for whom a consensus is not reach by the MSW Admission Committee.
8. Note – an Advanced Standing candidate may not be selected for the Advanced Standing Program but may be considered and selected for the full-time MSW Program.

### **Transfer Credit**

According to the College of Graduate and Professional Studies, courses taken for graduate credit at other institutions may be transferred in partial fulfillment of degree requirements under the following conditions:

1. Transfer of credit will be considered for graduate work taken only at regionally accredited institutions or at institutions recognized by the Department of Education. Graduate credits earned from an international college or university will be evaluated by the International Programs and Services before being considered for transfer into an ISU degree program.
2. The research requirement must be taken at Indiana State University. Graduate credits appropriate to the MSW degree taken at Indiana State University may be accepted for transfer at the recommendation of the MSW Program curriculum committee.
3. Transfer credit requests on courses that are not part of a completed graduate degree, licensure, or post-bachelor's certificate program and that were taken outside of the time-to-degree completion guidelines, must be sent to the College of Graduate and Professional Studies. The MSW Program's curriculum committee is responsible for evaluating the currency of the student's knowledge from courses presented for transfer.
4. Transfer credits approved at enrollment remain current within the specified time-to-degree completion period (seven years for masters, eight years for education specialists, and nine years for doctoral degrees).
5. Hours of credit may be transferred, but grades earned in courses taken at other institutions do not transfer.
6. Only graduate courses in which a student has earned a grade of B (or 3.0 on a 4.0 scale) or better may be considered for transfer.
7. Graduate courses taken at another university on a credit/no credit, pass/fail, or satisfactory/unsatisfactory option are not accepted as transferable unless approved by the appropriate academic unit.

Transferability based upon MSW Program Guidelines:

There are no unique agreements with other institutions regarding transfer of students. ISU has allowed a course equivalency evaluation of previous course work, which may be

for a foundation course. 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 MSW program must approve it as an elective and the course must not be more than five years old at the time of MSW graduation. The student must submit a narrative explanation as to how the requested transfer course would be beneficial to someone with a rural clinical MSW degree with a concentration in either mental health and addiction or health. Course work that is part of a conferred graduate or undergraduate degree may not be considered for transfer credit. Students will not be given course credit for advanced standing courses, field courses, or work experience.

## **General Information**

### *Life Experience or Previous Work Experience*

The MSW Program does not grant academic credit for life or work experience in whole or in part toward the social work degree.

### *Field Practica*

Curriculum includes a minimum of 940 practica hours. There are two separate field experiences for each student. The first field experience (SOWK 605) is a one semester, 240 hour experience. The concentration practica (SOWK 610 and SOWK 615) are in a clinical setting and are done in two continuous semesters; 700 hour experience.

### *Concentrations*

After completion of three mid-level courses (psychopathology in social work; social work practice with groups; the first field practicum), students then begin taking courses in their concentration.

The mid-level and concentration courses can be done full-time in two semesters and two summers.

### *Employment while in the MSW Program*

It is difficult to work full-time and attend school full-time. Students should be prepared for a rigorous program of study.

### *Financial Aid*

Information pertaining to financial aid may be found by clicking the following link:  
<http://www.indstate.edu/gradexpress/finaid.htm>



### *Policy on Nondiscrimination*

Based on the tradition of the social work profession, and consistent with Indiana State University's Equal Opportunity Policy, the MSW Program affirms and conducts all aspects of its teaching, scholarship, and service activities without discrimination on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation.

### *Curriculum Grids and Course Schedules*

Grids showing the required courses and schedules are listed on the following two pages.

**For students planning to enroll in the full or part time *regular* program in the fall of 2018**, courses will offered in a hybrid format with a decreased amount of “on campus” instruction. Please see the MSW Program Director for details.

For advanced standing students, MSW courses are currently aligned in the afternoon and evening hours to allow students adequate time to engage in field hours during daytime hours. Classes are typically conducted in the College of Nursing Building, face to face, on MW from 3:00 pm – 9:00 pm or TR 3:00 pm – 9:00 pm. Class locations, dates, and times are subject to change, but are provided as a guide for student planning.

Indiana State University

Master of Social Work  
Full-time Program

Program of Study

Year 1	Fall Semester			Spring Semester			**Summer Session		
	Number	Course Title	Credits	Number	Course Title	Credits	Number	Course Title	Credits
	SOWK 500	History/Philosophy of SW	2	SOWK 502	Social Welfare Policy	3	SOWK 600	Psychopathology in SW	3
	SOWK 501	Human Behavior/Environment I	3	SOWK 505	Human Behavior/Environment II	3	SOWK 601	Rural Social Work Practice	3
	SOWK 504	Culturally Competent Practice	3	SOWK 506	Social Work Practice II	3	SOWK 603	Social Work Practice – Groups	3
	SOWK 503	Social Work Practice I	3	SOWK 507	Social Work Research & EBP	3	SOWK 605	*Field Practicum	3

Year 2	Fall Semester			Spring Semester			Summer Session		
	Number	Course Title	Credits	Number	Course Title	Credits	Number	Course Title	Credits
	SOWK 606	Advanced Clinical Practice	3	SOWK 611	Advanced Research II	2	SOWK 5xx	Elective	3
	SOWK 607	Advanced Policy	3	SOWK 615	*Clinical Field Practicum II	4	SOWK 620	Culminating Project	1
	SOWK 608	Advanced Research I	2	SOWK 5xx	Elective	3			
	SOWK 610	*Clinical Field Practicum I	4						

\*\*Advanced Standing Program Begins at this Point (37 Credit Hours)

MSW = 60 Credit Hours (including 6 credit hours [2 classes] of electives)

\*Field Classes (SOWK 605, SOWK 610, SOWK 615)

Elective Options	
SOWK 550	Social Work & Addiction
SOWK 552	Families/Couples Therapy
SOWK 553	Social Work & Health
SOWK 554	Palliative & End of Life Care (Interdisciplinary)
SOWK 555	Specialty Practice Social Work
PSY 558	Psychopharmacology

Indiana State University

Master of Social Work  
Part-Time Program

Program of Study

Year 1	Fall Semester			Spring Semester			Summer Session		
	Number	Course Title	Credits	Number	Course Title	Credits	Number	Course Title	Credits
	SOWK 500	History/Philosophy of SW	2	SOWK 502	Social Welfare Policy	3			
	SOWK 501	Human Behavior/Environment I	3	SOWK 505	Human Behavior/Environment II	3			

Year 2	Fall Semester			Spring Semester			**Summer Session		
	Number	Course Title	Credits	Number	Course Title	Credits	Number	Course Title	Credits
	SOWK 504	Culturally Competent Practice	3	SOWK 506	Social Work Practice II	3	SOWK 601	Rural Social Work Practice	3
	SOWK 505	Social Work Practice I	3	SOWK 507	Social Work Research & EBP	3	SOWK 603	Social Work Practice – Groups	3

Year 3	Fall Semester			Spring Semester			Summer Session		
	Number	Course Title	Credits	Number	Course Title	Credits	Number	Course Title	Credits
	SOWK 606	Advanced Clinical Practice	3	SOWK 5xx	Elective	3	SOWK 600	Psychopathology in SW	3
	SOWK 607	Advanced Policy	3	SOWK 5xx	Elective	3	SOWK 605	*Field Practicum	3

Year 4	Fall Semester			Spring Semester		
	Number	Course Title	Credits	Number	Course Title	Credits
	SOWK 608	Advanced Research I	2	SOWK 611	Advanced Research II	2
	SOWK 610	*Clinical Field Practicum I	4	SOWK 615	*Clinical Field Practicum II	4
				SOWK 620	Culminating Project	1

\*\*Advanced Standing Program Begins at this Point (37 Credit Hours)

MSW = 60 Credit Hours (including 6 credit hours [2 classes] of electives)

\*Field Classes (SOWK 605, SOWK 610, SOWK 615)

Electives	
SOWK 550	Social Work & Addiction
SOWK 552	Families/Couples Therapy
SOWK 553	Social Work & Health
SOWK 554	Palliative & End of Life Care (Interdisciplinary)
SOWK 555	Specialty Practice Social Work
PSY 558	Psychopharmacology



### **MSW Admission Packet**

The following pages contain the required forms for admission. Please attach all forms, including the checklist, when submitting the application online. 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.**

It is your responsibility as the applicant to gather all documents and attach them to the online ISU Graduate Admission site. Keep the following in mind:

- Do not send the application through the mail
- Upload the application no later than the due date
- Please input (type) applicant information on the documents via a computer
- **Due dates: Advanced Standing completed applications are due February 1, and Regular Program completed applications are due March 1.**
  - Advanced Standing
  - 2 Year Full-time
  - 4 Year Part-time

#### **Direct application questions to:**

Indiana State University  
Department of Social Work  
Jennifer Todd, MSW Program Director E-Mail:  
[Jennifer.Todd@indstate.edu](mailto:Jennifer.Todd@indstate.edu)  
Phone: 812.237.3611



2018 MSW Application

Applicant legal name (Last, First, Middle)			
University ID number or last four (4) digits of your Social Security number			
	Major:	GPA:	
	University:		
Emergency Contact Name			
Emergency Contact Telephone Number	(Area Code)	(Number)	
Program Preference (√ item):	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Advanced Standing		

Please provide the following information that pertains to academics.

<b>Social or Behavioral Science Courses</b>			
Course Title	Course Number	Grade	Date Completed or Plan for Completion
1			
2			
3			
4			
5			
6			
Required: 6 courses. Accepted courses from the following disciplines: Anthropology, Criminal Justice, Economics, Political Science, Psychology, Social Work, Sociology Exception: No more than 3 courses from Economics or Political Science * List the courses exactly as they are shown on your transcript(s).			
<b>Statistics Course</b>			
Course Title	Course Number	Grade	Date Completed or Plan for Completion
* List the course exactly as it is shown on your transcript.			

Official transcripts for all institutions attended (undergraduate and graduate) must be sent directly from the school attended to the Graduate Admissions. E-transcripts should be sent to [admissions@indstate.edu](mailto:admissions@indstate.edu)

### **Statement of Purpose**

Applicants must demonstrate written communication skills which are accomplished through the application questions and the statement of purpose. All materials must be written exclusively by each applicant. Any indication that someone else has substantially helped with or written this statement is ground for rejection of the applicant or dismissal from the MSW Program.

Directions: The statement of purpose should be a total of 4-6 double-spaced pages, typewritten using 12-point font. Use headings in correct APA style for each item listed below.

- The following items should be addressed in the statement of purpose:
  - Reasons for choosing the MSW program of study
  - Interest in a rural focus
  - Interest in one of the two concentrations
    - Mental health and addiction, or
    - Health
  - Plans upon achieving an MSW
    - Career goals, and
    - Commitment to the social work profession

## SELF-DISCLOSURE STATEMENT

Read each statement below and respond to each question by writing your initials in the box (yes/no) that corresponds to your answers.

	Statement	Yes	No
1.	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.)		
1a.	For clarification purposed related to question #1, have you been convicted of a sex offense against children? (Requirements of Indiana P.L. 11-1994)		
2.	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?		
3.	Are you or have you ever been the subject of any disciplinary proceedings by any professional organization?		

If you have answered “**Yes**” to any of the above questions, you must attach a personal, signed statement of explanation giving full details of the event. Also, include the facts and the disposition of the case. In addition, it is also appropriate to discuss significant issues disclosed here in your application questions. Acknowledgment of criminal activity, (except P.L. 11-1994), is not automatic grounds for denial of an application. The purpose of this section is to ensure that students who are admitted to the program are not actively dealing with issues or exhibiting behaviors that would impair their ability to succeed in a rigorous program of study and conform to the standards and expectations of the profession.

Final admission to the program is contingent upon the completion of a satisfactory criminal record check (due prior to beginning classes).

I hereby swear or affirm that the statements made by this application are true, complete and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

---

**Master of Social Work Reference****TO BE COMPLETED BY THE APPLICANT**

Name of Applicant \_\_\_\_\_

Name of Reference \_\_\_\_\_

This recommendation will become a part of your admission file. It will be used solely for admissions consideration and will not be disclosed to any unauthorized individual without your consent.

**Notice of Waiver**

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 Indiana State University Department of Social Work. I also understand that if I am admitted to the Master of Social Work Program I will be accorded access to its contents unless I voluntarily waive my right of access.

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

\_\_\_\_\_ I wish to retain my right to read this document should I be admitted to the program and enroll.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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.

**Dear Referee:**

The applicant listed above has selected you as a reference. Completion of this form and a 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 supporting letter. After completing your letter of reference and the attached form, please upload the documents to the link you will receive from the Office of Graduate Admissions at Indiana State University. Thank you for your assistance.

**DO NOT SEND THIS FORM DIRECTLY TO THE SCHOOL!**



**SUMMARY EVALUATION:**

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

Please evaluate the applicant in each category utilizing the table below. We would appreciate your candid evaluation regarding the applicant’s capabilities and limitations as they pertain to graduate level social work education and suitability for the social work profession.

Criteria	Rating			
	Poor	Fair	Good	Excellent
Intellectual ability				
Emotional stability				
Maturity				
Sense of responsibility				
Motivation				
Ability to work with others				
Critical thinking skills				
Verbal communication skills				
Written communication skills				
Willingness to accept direction and/or supervision				
Respect of diverse populations				
Professional integrity				

Please attach a letter addressing the following:

- Strengths and weaknesses that would impact the applicant’s progress in the MSW Program.
- The applicant’s personal values and ethics and the congruence with the values and ethics of the social work profession.
- Please expand on any item in the table above that you think the MSW Admission Committee should know when making a decision about possible admission of this applicant.

**Your recommendation for admission**

Recommendation for admission → (please √)	I do not recommend	I recommend with reservation	I recommend	I highly recommend

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Please print the following ↓)

Title/Position \_\_\_\_\_ Degree \_\_\_\_\_

Agency/Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

---

**Master of Social Work Reference  
Advanced Standing**

(Use only if applicable)

**TO BE COMPLETED BY THE APPLICANT**

Name of Applicant \_\_\_\_\_  
Reference \_\_\_\_\_ Name of \_\_\_\_\_

This recommendation will become a part of your admission file. It will be used solely for admissions consideration and will not be disclosed to any unauthorized individual without your consent.

**Notice of Waiver**

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 Indiana State University Department of Social Work. I also understand that if I am admitted to the Master of Social Work Program I will be accorded access to its contents unless I voluntarily waive my right of access.

\_\_\_\_\_ 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 should I be admitted to the program and enroll.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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.

**Dear Referee:**

The applicant listed above has selected you as a reference. Completion of this form and a candid assessment of the applicant will greatly assist the Admissions Committee in determining whether the candidate should be admitted for graduate study and specifically to the Advanced Standing program.

Please complete this form and supporting letter. After completing your letter of reference and the attached form, please upload the documents to the link you will receive from the Office of Graduate Admissions at Indiana State University. Thank you for your assistance.

**DO NOT SEND THIS FORM DIRECTLY TO THE SCHOOL!**

**SUMMARY EVALUATION:**

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

Please evaluate the applicant in each category utilizing the table below. We would appreciate your candid evaluation regarding the applicant’s capabilities and limitations as they pertain to graduate level social work education and suitability for the social work profession.

Criteria	Rating			
	Poor	Fair	Good	Excellent
Intellectual ability				
Emotional stability				
Maturity				
Sense of responsibility				
Motivation				
Ability to work with others				
Critical thinking ability/skills				
Verbal communication skills				
Written communication skills				
Willingness to accept direction and/or supervision				
Respect of diverse populations				
Professional judgment				
Professional integrity				

Please attach a letter addressing the following:

- Strengths and weaknesses that would impact the applicant’s progress in the MSW Advanced Standing Program.
- The applicant’s personal values and ethics and the congruence with the values and ethics of the social work profession.
- Please expand on any item in the table above that you think the MSW Admission Committee should know when making a decision about possible admission of this applicant to the Advanced Standing Program.

**Your recommendation for Advanced Standing admission**

Recommendation for admission → (please √)	I do not recommend	I recommend with reservation	I recommend	I highly recommend

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Please print the following ↓)

Title/Position \_\_\_\_\_ Degree \_\_\_\_\_

Agency/Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

## MSW Application Checklist

Applicant Name: [Click here to enter text.](#)

√ when done	Required Material
Required and submitted to the ISU Graduate and Professional School <a href="http://www.indstate.edu/graduate/apply.htm">http://www.indstate.edu/graduate/apply.htm</a>	
	MSW Application form
	Résumé
	GPA Overall _____ Last 60 credit hours _____
	International Student - Test Scores if English is not the primary language spoken TOFFEL: _____
	Official Transcripts (provide for undergraduate and graduate degrees and coursework) List names of universities attended beginning with most recent: 1. _____ 2. _____ 3. _____ 4. _____
	Six (6) courses in social and behavioral sciences - Baccalaureate degree requirements
	Statistics course completed (or plan to complete - _____)
	Statement of Purpose
	Self-Disclosure Statement (and letter, if needed)
	Criminal Background Check
	Letters of recommendation. List names of references: 1. _____ 2. _____ 3. _____ Advanced Standing applicants must also provide the following: 4. _____ [Field Report/Reference] 5. _____ [Faculty member letter of reference]

My signature signifies that a) I have read and understand the commitment to the MSW program; b) all of the information submitted has been completed solely by me; and c) all written documents were created for this application process.

\_\_\_\_\_

Signature Date