



Greetings:

Welcome to the Rhode Island College School of Social Work. We are so glad you are interested in our program and in seeking a career in social work. People like you have done this work for more than one hundred years—with individuals, families, groups, neighborhoods, and communities. Social workers help, support, organize, and provide treatment and services for those in need.

At our school you will find a commitment to social justice and a focus on preparing students for practice with many diverse populations. Our social justice efforts translate into organizing and advocacy on behalf of the people with whom we work. Whether you want to work with children or adults, courses here will help you explore the possibilities for practice with individuals, groups, and families. If you have an interest in policy, you can develop and practice skills for working with social welfare systems. If your interest is in management or organizational practice, you can learn here about the roles of organizational culture and leadership effectiveness. If you want to develop clinical skills, you can focus on work with children and their families. You can learn about adult mental health or enhance knowledge and skill for work with older adults.

Most of all, you will learn the value of social work as a profession that believes in the power of people to learn, grow, and change. Sometimes the work is difficult and challenging. It often involves understanding complex individual, family, or organizational history and current events. Supporting these complex systems requires persistence and energy. Our students learn the skills necessary to make a difference in others' lives; they learn to engage in fulfilling, meaningful careers in social work practice.

We hope you are excited by our course offerings and that the skills and talents you have will fit with those we seek. We welcome your questions and hope you will visit to learn more about the Rhode Island College School of Social Work.

Sincerely,

A handwritten signature in black ink that reads "Sue Pearlmutter". The signature is fluid and cursive, written in a professional style.

Sue Pearlmutter, Ph.D.
Interim Dean
School of Social Work



**RHODE ISLAND
COLLEGE**

600 Mt. Pleasant Ave.
Providence, RI 02908-1991

M.S.W. Student Support Information

Financial Aid

To be considered for any financial aid administered through the college, prospective students must complete the Free Application for Federal Student Aid (FAFSA). A copy of this form may be obtained from the Office of Student Financial Aid or downloaded from www.fafsa.ed.gov. It is very important that the completed form be submitted to the federal processing center by May 15. Applicants are encouraged to complete this form as soon as possible. No student can be considered for aid through the college until the college has received the results from the student's FAFSA.

The School of Social Work actively seeks funds for tuition assistance. There are a limited number of graduate student traineeships. These traineeships are available only to full-time students and carry a full tuition waiver in return for ten hours per week of work at the School of Social Work. The traineeships are for one year only. Recipients of traineeships in their first year must reapply for the second year. Please contact the school for information and an application. Applications are available after April 1 and are sent with letters of acceptance to all students accepted into the full-time program.

Other forms of financial aid are available. Prospective candidates are advised to contact local banking institutions about eligibility requirements and applications for educational loans. Information about Federal Perkins Loans, the Federal Work-Study Program, and availability of other forms of college-administered aid may be obtained from the Office of Student Financial Aid. Phone: (401) 456-8033.

Graduate student scholarships may again be offered for the 2010–2011 academic year to full-time students. These scholarships, if available, will be used in the School of Social Work as work-study grants, which are tied into the required field placement.

The School of Social Work also has a number of research and graduate assistantships associated with various grants.

Day Care

The Cooperative Preschool provides limited day care on campus Monday through Friday from 8:00 a.m. to 5:00 p.m. Members need to work four hours per week to use these services. The co-op is available on a half-day basis for kindergarten-age children. (Members with kindergarten-age children need to work three hours per week to use the services.) Fees are established annually and can be obtained from the Cooperative Preschool. Phone: (401) 456-8154.

Housing

On-Campus Housing: There is no residence hall space available on campus for graduate students.

Off-Campus Housing: The college has lists of available unfurnished, furnished, and live-in apartments in the immediate area, some of which are specifically set aside for graduate students and/or faculty. A list of students seeking roommates is also available. For additional information, please contact: Rhode Island College, Office of Residential Life and Housing, Providence, Rhode Island 02908-1991. Phone: (401) 456-8240.

Writing Center

The Writing Center staff is available to help students improve their writing skills. The center is open Monday through Friday from 9:00 a.m. to 4:00 p.m. Evening appointments are available upon request.

Graduate Fees (2010–2011)

The fees described below are projected for the 2010–2011 academic year and are subject to change in the academic year 2010–2011. Because of rising costs, the Board of Governors for Higher Education reserves the right to change fees without notice as conditions necessitate.

Tuition (M.S.W. Full Time)

\$4,065 per semester (in-state students)

\$6,400 per semester (out-of-state students)

Tuition (M.S.W. Part Time)

\$310 per credit hour (in-state students)

\$616 per credit hour (out-of-state students)

Application Fee

\$50

Fine Arts Fee (Degree Candidates)

\$25 per semester (full time)

\$2 per credit hour (part time)

Library Fee

\$50 per semester (full time)

\$5 per credit hour (part time)

Recreation Fee

\$90 per semester (full time)

\$8 per credit hour (part time)

Registration Fee

\$70 per semester

Technology Fee

\$50 per semester (full time)

\$5 per credit hour (part time)

Program Description Master of Social Work Program

*The Master of Social Work is a 61-credit degree program that can be completed full time in two years or part time in three to four years.

In the foundation year, students take two direct practice courses, two policy and organizing courses, two human behavior courses, a research course, and a data analysis course.

In the advanced year, students choose one or two concentrations: (1) clinical practice, (2) administration, or (3) policy. Students also complete two required practice courses, four electives, and an integrative project. Many students opt to take electives during the Summer Session or early spring to lighten their course load in the final year of graduate study.

Full-Time Students

In the full-time program, students complete four courses and fieldwork each semester.

Part-Time Students

Part-time students take two courses for two semesters and two courses and fieldwork for the remaining four semesters, if they plan to graduate in three years. Those who wish to complete the program in four years distribute their course work, including concentration courses, fieldwork, and electives, throughout their third and fourth years.

Advanced Standing Students

Preference in admission to advanced standing is given to students who have completed a B.S.W. during the last five years from an undergraduate program accredited by the Council on Social Work Education. All students accepted into this program may need to enroll in and successfully complete summer preparatory courses, at the school's discretion.

Applicants who obtained a B.S.W. degree more than five years prior to their application year can still apply to the Advanced Standing Program; however, they will be granted conditional admission and must successfully complete the summer preparatory courses.

Students who are granted admission to advanced standing are exempt from the foundation year, pending completion of comparable course work. Students in the program must complete 32 credit hours and may do so in one or two years.

Fieldwork

All students, except those in the advanced standing program, are required to complete 480 hours of fieldwork during their first year of the M.S.W. program and 600 hours of fieldwork in the second year of the program. Students in the advanced standing program complete 600 hours of fieldwork. All foundation-year students take their field placement concurrently with the social work practice courses (SWRK 532 and 533). It is possible to do one year of fieldwork in the student's place of employment, provided that the placement meets all the criteria for placement settings. Plans for a placement in a student's place of employment need to be discussed with and approved by the director of field education.

*A full description of course offerings is available online at www.ric.edu/socialwork/pdf/swcatalog.pdf



Application Instructions and Information Master of Social Work Program

Completion of Admission Process

To complete the admission process, the following must be submitted to the Rhode Island College, School of Social Work, M.S.W. Department, Providence, RI 02908-1991, by February 1.

1. *Completed application form and a nonrefundable fifty-dollar application fee*
Send check or money order made payable to Rhode Island College.
2. *Official transcripts*
It is the responsibility of the applicant to request official transcripts from **all undergraduate and graduate programs previously attended**, including community colleges, and have them sent directly to the School of Social Work. Even if the student transferred into RIC or into another college, transcripts must be requested from the previous college. The School of Social Work will obtain official transcripts for all work completed at Rhode Island College.
3. *Letters of recommendation*
See guidelines for selecting references on the attached Application for Admission.
4. *Personal statement*
The personal statement is six to eight double-spaced pages and aids the Admission Committee in assessing the applicant's qualifications for social work practice. Among these qualifications are: the ability to think analytically and conceptually; clarity in self-expression; responsiveness and sensitivity in minority and culturally diverse relationships; the ability to develop professional self-awareness and self-evaluation; commitment to improving social conditions; and the ability to function creatively, responsibly, and independently.

NOTE: Mail the completed application form and fee, along with the letters of recommendation and the personal statement, to the **School of Social Work, M.S.W. Department**.

Deadlines

The closing date for receipt of all admission materials is February 1. Applicants whose admission files are not completed by February 1 may not be considered for the academic year which begins the following September. Normally, four to six weeks are required for the School of Social Work to receive transcripts; applicants should therefore make every effort to ensure that all relevant documents are requested well before the deadline date. The School of Social Work reserves the right to change the closing date for the receipt of application materials. Notice of any deadline extension will be given by the School of Social Work.

Completed application materials will be kept on file for one year. An applicant who is not admitted for study in the first year may reactivate his or her completed file for consideration the following year by providing the School of Social Work with a letter of intent, accompanied by a fifty-dollar reapplication fee payable to Rhode Island College. Additional information may be requested of the applicant in order to update the application. Applicants are welcome to add relevant information to their files at the time of reapplication.

Notification of Acceptance

Notice of acceptance will occur on or about April 15 for study beginning the following September (there are no midyear admissions). Within two weeks of receiving notification, accepted applicants must confirm in writing their intention to enroll in the program. Confirmation of acceptance is addressed to the School of Social Work, M.S.W. Department. Upon accepting a place in the full-time, part-time, or advanced standing program, the student is required to provide a nonrefundable one-hundred-dollar deposit, which will be applied against tuition charges for the first semester.



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Interviews

Personal interviews are not a part of the admission process; however, on recommendation of the Admission Committee, the program may request some candidates to be interviewed in relation to their applications.

Admission Requirements

The Master of Social Work program seeks to enroll students with diverse backgrounds consistent with the goals and commitments of the program. The program does not discriminate in its admission policies on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, sexual orientation, gender identity or expression, marital, citizenship status or status as a special disabled veteran, recently separated veteran, Vietnam Era veteran, or any other veteran who served in active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

Admission to the School of Social Work is on a selective basis and is determined by the quality of the total application. The program expects applicants to meet the following requirements for admission. (Certain requirements may be waived under special circumstances; applicants must demonstrate sufficient cause in writing.)

1. Baccalaureate degree from a regionally accredited institution of higher education. Students who have completed all but their last semester of baccalaureate work may also apply; however, their degree must be granted by August 15.
2. Evidence of the intellectual capacity to participate successfully in academic work at the graduate level. A diverse academic background with a liberal arts perspective that includes course work in the human biological sciences, humanities, mathematics, and social sciences. Specifically, an applicant is required to have
 - a. A minimum grade point average of 3.00 on a 4.00 scale in undergraduate work;
 - b. At least 15 credit hours drawn from course work in anthropology, economics, political science, psychology, and sociology;
 - c. Course work in human anatomy, human biology, or human physiology (course work is necessary; the CLEP Examination is not sufficient); and
 - d. Course content in the humanities (English, language, philosophy, visual and performing arts, and Western and non-Western history).
3. Evidence of a combination of personal qualities considered essential to professional social work practice, such as responsiveness and sensitivity in relationships, commitment to improving social conditions, and the ability to function both independently and collectively with others.
4. A commitment to social work as a profession, based in part on personal experience in the field. This experience may have been attained in a variety of ways, such as through volunteer work, fieldwork experience in conjunction with course work, life experiences, etc.

Part-Time Program

Admission requirements and procedures are the same as those for full-time study. Part-time students are normally expected to take a minimum of two courses during the academic year. A field placement will occur in a public or private nonprofit agency after the completion of 11 credit hours of course work. Degree requirements must be met within four years. At the discretion of the M.S.W. chair, students may switch from part-time to full-time study after completing the foundation year on a part-time basis.

Advanced Standing Program

Preference in admission to advanced standing is given to students who have completed a B.S.W. during the last five years from a program accredited by the Council on Social Work Education. All students accepted into this program may need to enroll in and successfully complete summer preparatory courses, at the school's discretion.

Applicants who obtained a B.S.W. degree more than five years prior to their application year can *still apply* to the Advanced Standing Program; however, they will be granted conditional admission and *must successfully complete* the summer preparatory courses.

Students who are granted admission to advanced standing are exempt from the foundation year, pending completion of comparable course work. Students in the program must complete 32 credit hours and may do so in one or two years.

Guidelines for Completing Letters of Recommendation Master of Social Work Program

You have been selected as one of the references for _____, who is applying for admission to the Rhode Island College School of Social Work.

Our school offers part-time, full-time, and advanced standing programs of professional education at the graduate level that lead to the Master of Social Work degree. Each curriculum includes both classroom and field education; the fieldwork is conducted each year in a human services agency under the supervision of selected program personnel.

Responsibilities for providing social work services require both an academic knowledge base and interpersonal skills. We would appreciate your appraising, insofar as you are able, the strengths and weaknesses of the applicant regarding

1. Clarity about professional social work functions,
2. Ability for sensitive interpersonal relations,
3. Competence in intellectual thinking,
4. Ability to clearly communicate orally and in writing, and
5. Overall commitment to social welfare issues.

Please include comments about the unique characteristics and special interests of the applicant. Tell us what you consider to be the applicant's greatest strengths in relation to undertaking graduate-level study in the field of social work and what you would expect to be the greatest challenges s/he will likely encounter in a social work program. Please tell us the length and nature of your relationship with the applicant. Also complete the rating scale that appears on the following page.

Statement of Confidentiality

The applicant is hereby advised that, in compliance with the Family Educational Rights and Privacy Act of 1974, the strict confidentiality of all information and materials received by the School of Social Work from any source in the consideration of this application shall be maintained, and these documents shall not be disclosed to anyone, including the candidate and his/her family, except by action of the dean of the School of Social Work in accordance with the provisions of the act and Rhode Island College policy. Once the admission process has been completed, only the "educational records" of enrolled students are forwarded to the Records Office and are available upon request to the student.

NOTE: Your letter should be placed in a sealed envelope with your signature across the sealed flap and returned to the applicant. We request that you type the letter (on official letterhead) and sign it.



Rating Scale

Master of Social Work Program

Please rate the applicant in relation to others you have known at this stage of their education and careers:

	Outstanding: In the top 10%	Very good: In the top 11%–25%	Good: Above average	About average	Below average	Unable to judge
1. Readiness for graduate-level study						
2. Writing and communication skills						
3. Collegiality: Ability to work with others						
4. Analytical thinking						
5. Self-awareness and use of self						
6. Clarity about social work roles and values						
7. Readiness to work with diverse populations						
8. Readiness to work with disadvantaged populations						
9. Concern about the well-being of others						
10. Leadership ability						
11. Time management skills						
12. Overall fit with the social work profession						



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Advanced Standing Recommendation Master of Social Work Program

This form is to be completed by the director of the B.S.W. program (or designee). Additional sheets may be used if needed.

_____ is applying to the Rhode Island College School of Social Work for advanced standing. Please complete the following form and return it to the applicant in a sealed envelope with your name written across the flap.

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

2. Year applicant received B.S.W. degree _____

3. Please describe the applicant's academic ability.

4. Please describe the applicant's field placement(s).

A. Junior Year:

Agency _____

Hours per week _____ Number of weeks _____ Type of placement _____

Number and kinds of assignments _____

Supervision: Hours per week _____

Educational qualifications of supervisor: B.S.W. _____ M.S.W. _____ Other (specify) _____

If supervisor did not have a B.S.W. or M.S.W., was a backup supervisor provided by the program? Yes _____ No _____

B. Senior Year:

Agency _____

Hours per week _____ Number of weeks _____ Type of placement _____

Number and kinds of assignments _____



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Please describe the macro-level activities completed by the student in the field placement:

Supervision: Hours per week _____

Educational qualifications of supervisor: B.S.W. _____ M.S.W. _____ Other (specify) _____

If supervisor did not have a B.S.W. or M.S.W., was a backup supervisor provided by the program? Yes _____ No _____

5. How ready is this applicant to move into the second year of an M.S.W. program?

(a) Academically. Please rate the applicant's ability to write clearly, think critically, and communicate orally.

(b) In the field. Please rate the applicant's skills in direct practice, organizing, policy analysis, advocacy, professional use of self, and cultural sensitivity. Further, please rate the applicant's ability to understand the values and ethics of social work and to integrate these into his/her practice.

6. Is this judgment based on current knowledge _____ or when the applicant was in the B.S.W. program _____ ?

7. In comparison to the B.S.W. students you have known, how does this applicant compare in terms of readiness to be an advanced standing student in an M.S.W program?

8. Is this applicant ready for the advanced standing program at this time? Yes _____ No _____

Signature _____

Title _____

Statement of Confidentiality

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Application for Admission Master of Social Work Program

This form is to be *typed or neatly printed* and returned to the Rhode Island College, School of Social Work, M.S.W. Department, Providence, RI 02908-1991, accompanied by a fifty-dollar nonrefundable application fee. Send check or money order payable to Rhode Island College; do not send cash. Also included should be three letters of recommendation (in signed, sealed envelopes) and a personal statement. Materials become the property of the college and are not returnable.

Social Security Number _____ - _____ - _____ Date of Birth _____ / _____ / _____
Month Day Year

Name in Full _____
Last First Middle Initial

Other Name, If Any _____
Last First Middle Initial

Current Mailing Address _____
Street City or Town State Zip

Current Telephone No. _____ Cell Phone _____
(Area Code) Phone Number (Area Code) Phone Number

Permanent Address _____
Street City or Town State Zip

Permanent Home Phone _____ E-mail _____
(Area Code) Phone Number

Work Address _____
Street City or Town State Zip

Work Phone _____
(Area Code) Phone Number

Are you a legal resident of Rhode Island? _____ Number of years of residence in Rhode Island _____

Country of Citizenship _____ Race _____ Ethnicity _____

Do you currently hold a graduate degree in another discipline? _____ If yes, please indicate _____

Have you ever attended Rhode Island College? (please check) undergraduate graduate

Have you taken or are you taking: Social Work 520 Social Work 522 at Rhode Island College? Date: _____

Have you ever applied to the Rhode Island College M.S.W. program? Yes. Date _____ No

Have you ever attended another M.S.W. program?

Yes. Name of Institution _____ Date _____

No

(If you have attended another M.S.W. program, one letter of reference must be from that program.)

Please check the program to which you are applying (**indicate first and second choice**). **You will be considered only for programs you request.** If you are accepted, it is to a specific program.

Part time

Full time

Advanced standing: Part time Full time



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Colleges Attended: Starting with your most recent school, list all the schools you've attended since high school. Please be sure that official transcripts of records from all institutions attended are sent to the School of Social Work. No application can be considered until these records are received. **If any of your records appear under a name different from the one stated on this application (e.g., your maiden name), please indicate:** _____

Note: Make sure you list Rhode Island College, if you have taken or are taking any courses at the college.

Name of Institution	Dates Attended	Major	Degree & Year Awarded (or Credits)

Work Experience: Please attach résumé that accounts fully for your work and volunteer experience in human services.

Have you ever been convicted of, or are you presently charged with, a felony? Yes _____ No _____
If yes, please give date, nature of offense or proceeding, name and location of the court, and disposition of the matter.

Personal References: Please list three persons from whom the school should expect letters of reference. If you have received your undergraduate (or graduate) degree within three years prior to this application, at least one of your references must be written by one of your instructors. If you have attended another M.S.W. program, you must include a reference from that program written either by the chair of the program or a faculty member. If you are employed and/or doing volunteer work related to a social service, one reference should be written by your supervisor.

Generally, references should come from supervisors, instructors, and professional social workers. Relatives and friends may not be used as references. The school reserves the right to seek additional information or clarify information that may not be available in the reference letter. Reference letters should be returned to the applicant, each in a sealed envelope, with the signature of the person providing the reference written across the sealed flap. In addition, the school reserves the right to obtain information from instructors about applicants enrolled in social work courses.

Name	Address (city, state, zip)	Relationship	How long

Advanced Standing Applicants: Please have the director of your B.S.W. program (or designee) fill out the advanced standing form. This form should be placed in a sealed envelope with the signature of the person who completed the form across the sealed flap. This form and other references should be included with your application form, fee, and personal statement.

Name of B.S.W. Director (or Designee) _____

Address _____

Guidelines for Personal Statement: The personal statement is to be no longer than eight double-spaced pages. The School of Social Work wishes to evaluate the fit between your interests and abilities and our program. Please answer the following questions:

1. What led you to choose professional social work? Discuss and critically analyze your experiences, abilities, and the values that influenced your decision.
2. What experience have you had with oppressed populations (racial, ethnic, sexual orientation, persons with disabilities, etc.)? How has that experience influenced you and your decision to pursue social work?
3. People who are interested in a social service career can choose among several professions (social work, psychology, counseling, psychiatry, etc.). In what ways does social work's unique mission appeal to you, compared with the mission of other helping professions?
4. What specific knowledge, values, and skills do you wish to gain from this M.S.W. program?

Note: If your grade point average is below 3.00, please discuss. If there are any gaps in your work history or short-term positions, please explain.

We would like you to address the above areas in a narrative description that presents to the Admissions Committee an accurate picture of yourself and your reasoning. Feel free to discuss any additional information that would help the committee learn more about your background, values, and interests. (Typically, a statement totals from six to eight double-spaced typewritten pages.) Please be specific in your answers. Because no standardized admission examinations are used, the Personal Statement is extremely important to the application process.

Please comment on any personal information or history that could directly and significantly affect your ability to practice social work in a manner consistent with current ethical standards (see *NASW Code of Ethics*).

It is of utmost importance that this personal statement be written exclusively by the applicant. Any indication that someone else has substantially helped with or written this statement is grounds for rejection of the applicant or dismissal from the M.S.W. program.

Transfer Students

If you are applying from another graduate program, please also discuss the expectations you have for this program in light of your prior experience in a graduate program, and be sure to include a reference from any previously attended M.S.W. programs.

Advanced Standing Program

This program is *open only to students from accredited B.S.W. programs.*

If you are applying to the advanced standing program, please *also discuss* your learning objectives and motivation for pursuing the M.S.W. degree at this time, in light of your prior experience in an accredited B.S.W. program.

Academic Honesty: By signing this application, you are attesting that the information provided is complete and accurate to the best of your knowledge and that the personal statement you attach is your own work and not that of another individual. The School of Social Work may withdraw an application or rescind the acceptance offered if a violation of academic honesty is discovered.

I certify that, should events occur prior to my date of enrollment in the School of Social Work that significantly change any aspect of this application, I will share them with the school.

Signature of Applicant

Date

Rhode Island College policy supports equal opportunity in accordance with Titles VI, VII, and IX. No student shall be denied admission because of race, color, creed, national or ethnic origin, gender, religion, disability, age, sexual orientation, gender identity or expression, or disabled veteran, veteran of the Vietnam Era, marital or citizenship status. Since the goal of the admission committee is to provide a diverse student body, we encourage applications from those representing a wide range of backgrounds.

Acting Director of Affirmative Action: Robert Tetreault, (401) 456-8216 or TTY/TDD via RI Relay: 1-800-745-5555.

Statement of Confidentiality

The applicant is hereby advised that, in compliance with the Family Educational Rights and Privacy Act of 1974, the strict confidentiality of all information and materials received by the School of Social Work from any source in the consideration of this application shall be maintained, and these documents shall not be disclosed to anyone, including the candidate and his/her family, except by action of the dean of the School of Social Work in accordance with the provisions of the act and Rhode Island College policy. Once the admission process has been completed, the "educational records" only of enrolled students are forwarded to the Records Office and are available upon request to the student.

Statement of Nondiscrimination and Affirmative Action

Pursuant to the philosophy of the Board of Governors for Higher Education, Rhode Island College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, sexual orientation, gender identity or expression, marital, citizenship status or status as a special disabled veteran, recently separated veteran, Vietnam Era veteran, or any other veteran who served in active duty during a war or in a campaign or expedition for which a campaign badge has been authorized (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of the college's educational programs and activities, including admissions policies, scholarship and loan programs, and athletic and other college-administered programs. It also encompasses the employment of college personnel and contracting by the college for goods and services. The college is committed to taking affirmative action to employ and advance in employment qualified women and members of minority groups identified in state and federal affirmative action laws and executive orders, persons with disabilities (including qualified special disabled veterans), and veterans of the Vietnam Era.

In accordance with and in full support of the National Association of Social Workers Code of Ethics, the faculty of the School of Social Work condemns any and all oppression of individuals or groups on the basis of race, ethnicity, gender, religious or sexual identity, socioeconomic status, age, or physically or mentally challenging condition. In addition, we reaffirm the code's precepts that social workers have a duty to fight discrimination and other forms of injustice. Students accepted into the School of Social Work are expected to adhere to the NASW Code of Ethics and the above-stated principles related to discrimination and oppression.

Admissions Checklist Master of Social Work Program

Before submitting this application, make sure you have completed the following steps:

- _____ Completed and enclosed the application form.
- _____ Enclosed a current résumé detailing paid and volunteer experience (one to two pages).
- _____ Enclosed three letters of recommendation (four letters if advanced standing) in signed, sealed envelopes.
- _____ Completed and enclosed six-to-eight-page, double-spaced personal statement answering all the required questions.
- _____ Transcript(s). Check one:
 - _____ Enclosed official transcript(s) from ALL institutions OR
 - _____ Requested all institutions to send transcripts to the School of Social Work _____
Date

Signature

Date

Please return this form with application packet

8/09



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