Program Information, Admission & Application Procedures,
Forms & Instructions
Academic Year 2014 – 2015

Priority Admissions Deadline for Fall 2014 Admissions:

Advanced Standing MSW Program:  March 15, 2014
Traditional MSW Program:  May 15, 2014

Mandatory Orientation/Registration Dates for New Students:

To be announced at a later date
MSW APPLICATION CHECKLIST

_____ 1. Carefully review the program information in MSW application packet. If you have any questions prior to applying, don’t hesitate to contact us. Email: kmontgom@uu.edu and/or phone Kay Montgomery at (731) 661-5429.

_____ 2. Allow plenty of time for yourself and recommenders to submit required information. Admissions are “rolling” in the UU MSW program. This means that applications for admission are accepted and reviewed as long as there are program openings available. Applicants who meet requirements and submit their applications early (by the priority admissions deadlines) have a better chance of admission. When all program openings are filled, new applicants who meet requirements are placed on the program waiting list and admission is not guaranteed.

_____ 3. Complete the MSW Program Application.

_____ 4. Arrange to have official transcripts from ALL colleges and universities you have attended sent to UU School of Social Work Admissions Office:

Union University School of Social Work
Kay Montgomery, MSSW, LAPS W
1050 Union University Dr., UU Box 1868
Jackson, Tennessee 38305

The use of the transcript request forms (included in this packet) will expedite the receipt and processing of transcripts. All transcripts must be official. Transcripts in the applicant’s possession will not be accepted unless it is in an official envelope that is sealed by the institution issuing the transcript. The transcript must show degree conferred and date of degree. Union graduates need not request Union University transcripts.

_____ 5. Recommendations

• One previous professor/instructor
• One current professional/supervisor
• One other professional contact, work associate, or professor/instructor

Recommendations should be submitted on the forms included in this packet. If additional information is included, it must be on the responder’s business letterhead. References must be sent directly from the individual writing the recommendation in a sealed envelope with their signature across the seal. References will be verified at the discretion of the MSW Admissions Committee.
6. **Admissions Essay/Statement**
   The admissions essay is an important part of your application, and you should take time to respond clearly and thoughtfully to each topic included in the personal statement outline. It is recommended that you write a draft of the essay and carefully proofread it for grammar, spelling, sentence structure and content. Admissions committee readers look to your personal statement to get a sense of a “fit” between your vocational and life goals and the goals of the social work profession and UU MSW program. The essay outline is included in the application. Please complete the admissions essay form and attach it to your essay/statement.

7. **If you anticipate needing provisional admittance (i.e. your GPA does not meet admission standards), write a letter requesting to be admitted provisionally, giving strong evidence of your capacity for success in the MSW program.** This letter should be included in the application packet. Provisional admittance is not guaranteed.

8. **Complete the immunization form included in the application packet.** This form is required of all students entering the program.

9. **Enclose the $25.00 non-refundable application fee with your completed application packet.**

10. **Mail completed application packet to:**

    Union University School of Social Work  
    Kay Montgomery, MSSW, LAPSW  
    1050 Union University Dr., Box 1868  
    Jackson, Tennessee 38305

Applicants may be asked to come in for an interview, complete a writing sample, or submit additional requested information. Please refer to the MSW handbook for Union University values.

Please contact Kay Montgomery at (731) 661-5429 or kmontgom@uu.edu if you have any questions or would like to check the status of your application. All information submitted becomes the property of Union University and cannot be copied or returned.
MSW ADMISSIONS APPLICATION

Please complete this application in its entirety. Only applicants that have full completed the application will be considered for admission.

Please Print or Type

I. Program Options

☐ Advanced Standing, Full-Time, 1-Year (33 Credits)  Fall 20____
☐ Advanced Standing, Part-Time, 2-Years (33 Credits)  Fall 20____
☐ Traditional Full Time, 2-Years (60 Credits)  Fall 20____
☐ Traditional Part Time, 3-Years (60 Credits)  Fall 20____

Name ______________________________________________________________________
Last     First   Middle/Maiden
Address ______________________________________________________________________
Street       Apt/Suite #
City     State    Zip
Home Telephone ____________________________ Cell Phone ____________________
Work Telephone ____________________________
Email address _______________________________ Social Security Number ___________________

Union University admits students of any race, color, sex, disability, and national or ethnic origin. As prescribed by the Department of Education and the National Center for Education Statistics, we are required to report demographic information including racial background. This information is not used in the admissions process. Using the terminology of the NCES, please answer the following:

1. Are you Hispanic/Latino? ☐ Yes ☐ No
☐ Male ☐ Female

2. Respond Yes to one or more of the following groups:
   a. American Indian/Alaskan Native ☐ Yes ☐ No
   b. Asian ☐ Yes ☐ No
   c. Black or African American ☐ Yes ☐ No
   d. Hawaiian/Pacific Islander ☐ Yes ☐ No
   e. White ☐ Yes ☐ No
II. **Academic History** – List all colleges/universities previously attended and specify any degrees received.

<table>
<thead>
<tr>
<th>College/University</th>
<th>Location</th>
<th>Dates Attended</th>
<th>Degree / Date</th>
<th>GPA</th>
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Are you currently enrolled in a college or university?  

☐ Yes  ☐ No

Institution ____________________________________________________________

Name ___________________________  Address ____________________________

If you hold a BSW degree, please list name of agency/organization where your undergraduate internship was completed.

_________________________________________________   Location ____________________________

Dates _________________________________________  Number of Clock Hours at Internship ______

III. **Professional Experience** – List employment you have held within the past five years beginning with the most recent. If unemployed, indicate activities/whereabouts. You may also attach a resume if desired.

Current Employer ____________________________________________________________

Address ____________________________________________________________

Previous Employer (if less than 5 years in current position) ____________________________

Address ____________________________________________________________

IV. **Volunteer Experience** - List any volunteer **social work** you have done.

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<tr>
<th>Agency Name &amp; Location</th>
<th>Duties</th>
<th>Dates</th>
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<tbody>
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V. Prior Convictions

Social work agencies frequently obtain information about criminal records for those seeking internships and employment. Have you ever been convicted for any offense other than a minor traffic violation?

☐ Yes  If yes, please give specifics on a separate piece of paper.

☐ No

A positive answer will not necessarily preclude your acceptance into the program. However, it may prevent placement in some field practicum agencies and/or licensure in certain states.

VI. Recommendations – List the names and phone numbers of the individuals you have selected to submit recommendation forms for you.

1. __________________________________ 2. ___________________________________

3. __________________________________ 4. ____________________________________

(optional)

Three recommendation forms must be completed and received before your application can be reviewed. Recommendations constitute an essential part of the admissions process. The people selected to provide recommendations should be chosen with care and should include academic and professional references. They should be able to provide information regarding your ability, character, past academic and employment performance over an extended period of time, and potential of success in the practice of social work. Be sure to complete the top portion of the form before sending it to the person providing the recommendation.

VII. Citizenship

Federal laws require that, in order to enroll at Union University, one must either be a United States citizen or have proper legal immigration status certification. Prior to enrollment, students must present immigration paperwork to Union’s Designated School Official (DSO) for processing.

Are you a U.S. citizen?  ☐ Yes  ☐ No

If no,  ☐ Permanent Resident  ☐ Resident Alien  ☐ Non-resident Alien

If you are not a U.S. citizen, an international student application must be completed and submitted with this application.

Annual reports indicating compliance with the Student Right to Know and Campus Security Act are available in the Office of Safety and Security during regular office hours. Admission to the University does not automatically guarantee admission to specific academic programs within the University.

In compliance with all applicable state and federal law, including provisions of Title IX of the Education Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973, Union University does not illegally discriminate on the basis of race, sex, color, national origin, age, disability, or military service in admissions; in the administration of its education policies, programs, or activities; or in employment. Under federal law, the university may discriminate on the basis of religion in order to fulfill its purpose. Persons who believe their rights under this policy have been violated should contact Office of the President, Union University.

Union University is in candidacy with the Council on Social Work Education (CSWE), the national organization that accredits Master of Social Work programs.

I certify that all information that I have provided is complete and accurate. I understand that my failure to provide complete and accurate information may result in dismissal from the university, or other appropriate disciplinary action. I am aware of the accreditation status of Union University MSW Program. If admitted to Union University, I agree to abide by the policies and provisions stipulated in the university catalog.

________________________________________________________  ______________________________
Signature of Applicant       Date
The admissions essay is one of the most important parts of your application packet. It is your opportunity to share with the Admissions Committee information about yourself that will be used to evaluate your readiness for the program and the profession of social work. Make certain you give the committee members well-written description of your experiences, interests, values and career objectives. Please follow the essay outline addressing each of the questions below. The essay must be typed, double-spaced and at least seven (7) pages in length. Please include a cover page and reference page (these two pages are in addition to the 7 essay pages). Your writing should be clear, well organized, show strong evidence of critical thinking, and demonstrate mastery of grammar, spelling, and American Psychological Association (APA) style. www.apastyle.org

**Essay Outline**

1. How did you first become interested in the social work profession? How has this changed over time? Discuss your motivation to pursue the MSW degree. What attracts you to Union University’s MSW program?

2. What experiences have you had in serving others? Has anyone been a role model for you in shaping your decision to be a social worker? Please elaborate.

3. Discuss a social problem that concerns you and why. How does that social problem relate to issues of diversity, social justice, or at-risk populations?

4. **ADVANCED STANDING APPLICANTS ONLY:** Based on the NASW Code of Ethics, identify an ethical dilemma related to the social problem you discussed. www.socialworkers.org/pubs/code/code.asp

Please include your name and page number on each page, complete the form below and attach it to your admissions essay.

Applicant Name _________________________________________________________
Address ________________________________________________________________
Phone ________________________________ Email ___________________________
Expected Date of Enrollment ____________________________________________

I certify that I personally wrote the attached essay.

Applicant Signature ____________________________ Date ___________________
To the Applicant: Three references are required with at least one being academic and one professional. If you have not been employed, please provide additional academic references.

- Complete the top portion of the recommendation form and send to the reference.
- Any applicant, with or without a BSW, who is currently or previously employed in a social or human services capacity/agency MUST include at least one recommendation from a current or previous supervisor, preferably one with an MSW.
- Recommendation forms must be sent directly from the individual writing the recommendation in a sealed envelope with their signature across the seal.

APPLICANT’S NAME ________________________________________________________________

Address _____________________________________________________________________________
Street     City   State  Zip

_____ I have read the information above and I waive my right to read/review this recommendation.

_____ I have read the information above and I DO NOT waive my right to read/review this recommendation.

Applicant’s Signature __________________________________________ Date __________________

To the Recommender

Please complete portions of this form most appropriate for your relationship to the applicant and return to:
Union University MSW Program
Kay Montgomery, MSSW, LAPSW
1050 Union University Dr., UU Box 1868
Jackson, Tennessee 38305

All responses must be returned in a sealed envelope with your signature across the seal.

Name ________________________________________________________________

Title/Organization Affiliation __________________________________________________________

Address _____________________________________________________________________________
Street     City   State  Zip
MASTER OF SOCIAL WORK RECOMMENDATION FORM (cont.)

Category of reference: _____ Academic _____ Professional

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

_____________________________________________________________________________________

_____________________________________________________________________________________

2. Please rate the applicant in each area listed below.

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<tr>
<th>Area</th>
<th>No basis to rate</th>
<th>Very Low</th>
<th>Average</th>
<th>High</th>
<th>Very High</th>
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<tr>
<td>a. Motivation for rigorous academic work</td>
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<td>b. Emotional maturity</td>
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<td>c. Intellectual ability</td>
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<td>d. Writing ability</td>
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<td>e. Oral expression</td>
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<td>f. Flexibility</td>
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<td>g. Creativity</td>
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<td>h. Initiative</td>
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<td>i. Integrity</td>
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<td>j. Breadth of general knowledge</td>
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<td>k. Ability to empathize with others</td>
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<td>l. Ability to advocate for self and others</td>
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<td>m. Ability to work cooperatively within a team/peer relations</td>
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<td>n. Leadership skills</td>
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<td>o. Values and respects diversity/Sensitivity to vulnerable populations</td>
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3. Recommendation concerning admission (check one):

- [ ] I recommend the applicant without reservation.
- [ ] I recommend the applicant with reservation (please explain in #4)
- [ ] I do not recommend the applicant (please explain in #4)
4. Do you have any concerns about this applicant becoming a master’s level trained social worker? Yes ☐ No ☐

If yes, please explain (may use an additional sheet of paper if needed)

_____________________________________________________________________________________________
_____________________________________________________________________________________________
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5. Do you want to discuss the applicant with us further: ☐ Yes ☐ No

Phone number: _____________________________________________________

_____________________________________________________  ____________________________

________________________  _______________________
Signature              Date