



UNION UNIVERSITY

SCHOOL *of* SOCIAL WORK

Program Information, Admission & Application Procedures, Forms & Instructions Academic Year 2013 – 2014

Admissions Deadline:

Advanced Standing Programs: All application material must be received by March 1, 2013

2 – 3-Years Programs: All application material must be received by May 15, 2013

Spring 2014 Entrance: All application material must be received by November 15, 2013

Mandatory Orientation/Registration Dates for New Students:

Advanced Standing Programs and Field Orientation: July 9, 2013

2 – 3-Years Programs and Field Orientation: August 15, 2013

Spring Admission Orientation: To Be Announced



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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. Applications submitted 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
Kim McNeil, Program Coordinator
1050 Union University Dr, UU Box 2376
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 in an official envelope sealed by the institution issuing the transcript. Transcript must show degree conferred and date of degree. Union graduates need not request Union University transcripts.

- _____ 5. **Arrange for recommendations.**
 - One previous professor/instructor
 - One current professional/supervisor
 - One personal - other than immediate relativeRecommendations 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**
This is a very important piece of your application, and you should take time to respond clearly and thoughtfully to each topic included in the personal statement outline. Write a draft statement, edit carefully for grammar, spelling and content, then consider having a respected colleague, family member, or friend read it for clarity and evidence of critical thinking. 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. They also carefully note writing and critical thinking skills used in this piece of your total application. See essay outline on page 4 of the application. Complete the admissions essay form and attach it to your essay/statement.
- _____ 7. **Writing Sample – ADVANCED STANDING APPLICANTS ONLY**
An important component to being successful in the MSW program is to be able to think critically and write clearly and effectively. Please include a writing sample. This writing sample may be a paper that you have written for a social science course or social work course dealing with a pressing social problem today and what kind of impact can social work have on solving it. The paper should comply with *APA 6th writing standards, 6th edition*. See writing sample guidelines in the application packet checklist and on the application.
- _____ 8. **If you anticipate needing provisional admittance (your GPA does not meet admission standards), write a letter requesting this, giving strong evidence of your capacity for success in the MSW program.** This letter should be included in the application packet.
- _____ 9. **Complete the immunization form included in the application packet.** This form is required of all students entering the program.
- _____ 10. **Enclose the \$25.00 non-refundable application fee with your completed application packet.**
- _____ 11. **Mail completed application packet to:**

**Union University School of Social Work
Kim McNeil, MSW Program Coordinator
1050 Union University Dr, Box 2376
Jackson, Tennessee 38305**

Please contact Kim McNeil at (731) 661-5554 or kmcneil@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.



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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____
- ☐ Full Time, 2-Years (60 Credits) Fall 20____
- ☐ 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, handicap, 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

Place of Birth _____

Church Affiliation: _____

2. Respond Yes to 1 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

V. Writing Sample Guidelines-Attach: Advanced Standing Applicants Only

As a student in the School of Social Work program you will be required to produce many written papers, projects, and other works. All of these written activities will require you to utilize APA format. The MSW Admissions Committee will use a writing sample to help assess your written communication skills. Your writing sample should be three to four pages in length (double-spaced). Your writing sample should demonstrate the following:

- Your ability to gather information about a topic or an issue relating to a pressing social problem today and what kind of impact can social work have on solving it?
- Your ability to apply critical thinking skills and knowledge to the above topic
- Your mastery of proper grammar, spelling, and use of APA format (cite at least two sources utilizing the APA Manual, 6th edition).

VI. 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.

VII. 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, professional, and personal 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.

VIII. 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



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MSW ADMISSIONS ESSAY

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 we will use to evaluate your readiness for the program and the profession of social work. Make certain you give the committee members a clear, well-written picture of your experiences, interests, values, and career objectives.

Please type your essay, double-spaced, not to exceed 5 pages, and attach it to this application. Your writing is expected to be clear, well organized, show strong evidence of critical thinking, and demonstrate mastery of grammar, spelling, and APA style, as appropriate.

Essay Outline

- 1. Describe our interest in the social work profession. What motivates you to do social work? What experiences have you had in serving others? Has anyone been a role model for you?**
- 2. What attracts you to Union University's MSW program? Discuss your motivation to pursue the MSW degree.**
- 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?**

Include your name, social security number (for identification purposes only), and page number on each page.

Please complete the form below and attach it to your admissions essay.

Applicants Name _____

Address _____

Phone _____ Email _____

Expected Date of Enrollment _____

I certify that I personally wrote the attached essay.

Applicant Signature _____ Date _____



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MASTER OF SOCIAL WORK RECOMMENDATION FORM

To the Applicant: One *employment*, one *academic*, and one *personal* reference are required. If you have not been employed, please provide additional academic or personal 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 1 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
Kim McNeil, MSW Program Coordinator
1050 Union University Dr., UU Box 2376
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 _____ Personal

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

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

	No basis to rate	Very Low			Average			High			Very High
a. Motivation for rigorous academic work	0	1	2	3	4	5	6	7	8	9	10
b. Emotional maturity	0	1	2	3	4	5	6	7	8	9	10
c. Intellectual ability	0	1	2	3	4	5	6	7	8	9	10
d. Writing ability	0	1	2	3	4	5	6	7	8	9	10
e. Oral expression	0	1	2	3	4	5	6	7	8	9	10
f. Flexibility	0	1	2	3	4	5	6	7	8	9	10
g. Creativity	0	1	2	3	4	5	6	7	8	9	10
h. Initiative	0	1	2	3	4	5	6	7	8	9	10
i. Integrity	0	1	2	3	4	5	6	7	8	9	10
j. Breadth of general knowledge	0	1	2	3	4	5	6	7	8	9	10
k. Ability to empathize with others	0	1	2	3	4	5	6	7	8	9	10
l. Ability to advocate for self and others	0	1	2	3	4	5	6	7	8	9	10
m. Ability to work cooperatively within a team/peer relations	0	1	2	3	4	5	6	7	8	9	10
n. Leadership skills	0	1	2	3	4	5	6	7	8	9	10
o. Values and respects diversity/Sensitivity to vulnerable populations	0	1	2	3	4	5	6	7	8	9	10

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)

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

Phone number: _____

Signature

Date



REQUEST FOR OFFICIAL TRANSCRIPT

Note: It is the student's responsibility to mail this form to the college/university where credit was earned.

Name _____ Social Security # _____

Student Address _____
Street City State Zip

Institution _____

Institution Address _____
Street City State Zip

Name used when officially enrolled _____
Last First Middle Maiden

Date of Enrollment _____ Birthdate _____

Number of official copies requested _____ () Self () Please mail transcript to:
MSW Admissions Office
UU 2376
1050 Union University Drive
Jackson, TN 38305-3697

Check attached for \$ _____

Student Signature _____ Date _____



REQUEST FOR OFFICIAL TRANSCRIPT

Note: It is the student's responsibility to mail this form to the college/university where credit was earned.

Name _____ Social Security # _____

Student Address _____
Street City State Zip

Institution _____

Institution Address _____
Street City State Zip

Name used when officially enrolled _____
Last First Middle Maiden

Date of Enrollment _____ Birthdate _____

Number of official copies requested _____ () Self () Please mail transcript to:
MSW Admissions Office
UU 2376
1050 Union University Drive
Jackson, TN 38305-3697

Check attached for \$ _____

Student Signature _____ Date _____

All graduate students must complete parts A–C.

Name _____ Date of Birth _____ Phone # _____

Address _____ Email _____

A. MEASLES, MUMPS, AND RUBELLA (check one):

☐ Attach copy of Immunization record showing two (2) doses of Measles, Mumps & Rubella (MMR) vaccine

☐ Attach copy of immune MMR titer Date: ____/____/____ Results _____

The state of Tennessee requires all students, born after January 1, 1957, entering colleges and universities to provide proof of two (2) doses of Measles, Mumps, and Rubella (MMR) vaccine on or after the first birthday or proof of immunity to measles with an MMR titer (blood test).

☐ I was born prior to 1957.

B. VARICELLA OR "CHICKENPOX" (check one):

☐ Attach copy of Immunization record showing two (2) doses of varicella vaccine

☐ Attach copy of immune varicella titer Date: ____/____/____ Results _____

☐ Attach letter from health care provider stating that he/she believes student has had chickenpox. Year of illness: _____

The state of Tennessee requires all students born on or after January 1, 1980 to provide proof of two doses of varicella (chickenpox) vaccine given no earlier than 4 days before 1st birthday or proof of immunity to varicella with a varicella IgG (titer) blood test.

☐ I was born prior to 1980.

Signature of Physician/Provider _____ Date _____

Name of Physician/Provider _____

Address _____

C. HEPATITIS B (HBV) IMMUNIZATION:

Recommended for all new students and required for students in the **School of Nursing**. Hepatitis B (HBV) is a serious viral infection of the liver that can lead to chronic liver disease, cirrhosis, liver cancer, liver failure, and even death. Hepatitis B vaccine is available to all age groups to prevent Hepatitis B viral infection. A series of three (3) doses of vaccine are required for optimal protection. Missed doses may still be sought to complete the series if only one or two have been acquired. The HBV vaccine has a record of safety and is believed to provide lifelong immunity in most cases. Union University Health Services, located on the Jackson Campus, is open Monday – Friday 8 a.m.-4p.m. and offers Hepatitis B vaccine for \$50 per injection (price subject to change).

☐ I decline receipt of vaccine to protect for Hepatitis B.

☐ I have received the complete three dose series of the Hepatitis B vaccine.

☐ I plan to receive the Hepatitis B series.

Student Must Sign Here _____ Date _____

I refuse immunization because of religious objections, have attached an official clergy statement, and affirm this reason under the penalties of perjury.

Signature _____ Date _____

Return to:
MSW Admissions Office
Department of Social Work
UU 2376
1050 Union University Drive
Jackson, TN 38305