

**University of Wisconsin-Green Bay and
University of Wisconsin-Oshkosh**

**Collaborative Master of Social Work Program
Pre-Admission Application Packet**

Please submit completed applications to:

**Collaborative MSW Program
Rose Hall, Suite 320
University of Wisconsin-Green Bay
2420 Nicolet Drive
Green Bay, WI 54311-7001**

**University of Wisconsin-Green Bay and University of Wisconsin-Oshkosh
Collaborative Master of Social Work Program
Pre-Admission Application Packet**

ACCREDITATION:

The Collaborative MSW Program is fully accredited by the Council on Social Work Education.

ADMISSIONS CRITERIA:

The Collaborative MSW Program is seeking applicants who are interested in developing and strengthening their social work knowledge and skills by completing their MSW degree. The Program is particularly interested in applicants who want to develop expertise in the areas of direct practice or in administration/management in human service settings. The Program seeks applicants who have a commitment to serving those who are vulnerable, who face multiple challenges in their lives, and who may be seeking services in public agency settings. Applicants should be comfortable with developing their expertise in working from a family focused perspective, with developing skills to work in both rural and metropolitan areas, and in working with clients from diverse cultures and circumstances. Applicants admitted to the MSW Program will be required to complete 16 hours per week of Practicum Internship in a social service agency. Interested applicants should begin planning for this requirement as soon as possible.

To be admitted into the Collaborative MSW Program, applicants must meet the following requirements:

1. Had a cumulative undergraduate GPA of 2.75, with 3.0 in the last two years (60 credits) of study;
2. Have an academic background in the liberal arts and have completed a **minimum** of 18 credits in social sciences among courses in **at least** three of the following disciplines: psychology, sociology, anthropology, economics, and political science (BSW students meet the criterion);
3. Demonstrate readiness for the MSW program and provide evidence of interest in and ability to work with social work clientele and in social work settings via:
 1. Submission of a written statement (see MSW application materials, section XI for details); demonstration of clear, articulate writing ability is necessary for success in the MSW Program;
 2. Three completed electronic reference questionnaires (including one academic reference);
 3. Demonstration of relevant professional work/volunteer experiences, which documents the breadth and depth of this experience (usually includes post-baccalaureate experience);
 4. Preference for admissions may be given to students who indicate an interest in working in child welfare.
4. Have completed course work in: Biological Life Sciences, Statistics, Research Methods, and Life Span Development or submit plans for completing this work prior to taking the Advanced Curriculum in the Program. Those with a BSW from an accredited program are considered to have met this criteria. At least two of these prerequisites must be completed prior to Fall 2012;

5. For Advanced standing, applicants are **required** to have graduated from a CSWE accredited baccalaureate social work program within the last eight years or have successfully completed the Foundation Curriculum at a CSWE accredited MSW Program.
6. Applicants who completed their degrees at foreign universities may be required to complete the TOEFL. For applicants who are Registered Aliens of the United States who have lived in the United States for more than one year or who have completed academic work in English, the TOEFL is not required. Registered Aliens who do not meet these criteria will enter the program on probation and give evidence of their English proficiency through satisfactory performance in their first-semester course work.

Applicants are also reminded that in keeping with the Council on Social Work Education (CSWE) Accreditation Standard 3.2.5, the Program does not grant social work course credit for life experience or previous work experience.

Please Note: The GRE is no longer required.

ADMISSIONS PROCEDURES:

Two-Stage Admissions Process:

The application process proceeds in two stages:

Stage 1: Pre-Admissions Process:

Applicants must first complete the Pre-Admissions Process by submitting materials to the Collaborative MSW Program. To apply to the Collaborative MSW Program:

1. Obtain a Pre-Admissions Application Packet;
2. Complete the application packet, which includes:
 - **Two Copies of:**
 - Application for Graduate Admission – MSW Program (questionnaire, sections I- XIII). Applicants are encouraged to compete this form online, but need to submit printed copies;
 - Personal Essay (3-5 pages, section XI);
 - Unofficial Transcripts from **every** college and/or university where undergraduate and graduate coursework was completed.
 - **References:**
 - In section X of the application, applicants identify three references and submit their names, phone numbers and **email addresses**. The MSW Program will email your references with a link to an online reference survey. You will be notified as we receive each of your reference surveys. It is up to you to make sure that all references have completed and submitted surveys;

- If you graduated with an undergraduate degree within the past eight years, it is required that you submit an academic reference (e.g. professor or advisor). Applicants who have a BSW and graduated within the past eight years must have a reference from a Social Work faculty member. If you graduated with an undergraduate degree more than eight years ago, you are not required to submit an academic reference, but you are required to submit at least one employment reference.
 - **Work/Volunteer Experiences in Human Services:**
 - In section XII of the application, applicants are directed to complete an online survey detailing relevant work/volunteer experiences in the human services.
 - **One Self-Addressed, Stamped, Application Checklist:**
 - Applicants should fold the Application Checklist in half, address it to the applicant, and put appropriate postage on the Checklist.
3. Submit completed pre-admissions packet to:

**Collaborative MSW Program
Rose Hall, Suite 320
University of Wisconsin-Green Bay
2420 Nicolet Drive
Green Bay, WI 54311-7001**

Receipt of completed application packets will be confirmed by mail (Application Checklist). Incomplete application packets will not be reviewed. The Application Checklist will serve as notification of what materials are missing; it will be completed by the MSW Program and mailed to the applicant.

All application materials must be received by **January 20, 2012**. Applications that are received late will be considered on a space available basis. Applicants are encouraged to apply early. The Collaborative MSW Program has had an acceptance rate of approximately 50% of applicants since 2003. The Collaborative MSW Program Admissions Committee will only review complete application packets.

Stage 2: University Admissions Process:

After candidates have pre-admissions acceptance they are recommended for acceptance by the University and must complete the admissions process with their respective “home campus” University. Half of the students in the Program become students at the University of Wisconsin-Oshkosh and half become students at the University of Wisconsin-Green Bay. Selection of an appropriate University is based on student preference, location of student’s home, and equity considerations in the Program. To complete their application, recommended candidates will be asked to submit the following:

1. Letter of Intention Form to enroll in the program;
2. \$56 Application Fee;
3. Official Transcripts;
4. Background Check Form and Appropriate Fee.

Additional admissions materials will be reviewed by the University's Graduate Admissions Office and Graduate Program, and candidates will be notified of their final acceptance. Students recommended for admission by the Collaborative MSW Program meet all minimum admissions requirements for graduate students at both the University of Wisconsin-Green Bay and the University of Wisconsin-Oshkosh. Accepted students will have "special student" status on the alternate campus and will receive admission information regarding this status.

A Note About Financial Support:

Students may begin applying for program specific financial support once they have been recommended for admission. Opportunities for support may be available for students interested in careers in child welfare and may be available through the Veterans Administration. Further information about these and other opportunities is available on the Collaborative MSW website: www.uwgb.edu/socwork/msw/stipends.asp

Additional funding opportunities are also available to students admitted to the University of Wisconsin-Green Bay or the University of Wisconsin-Oshkosh. Students may be eligible for campus Graduate assistantships. Further information may be obtained by contacting the Graduate School at Oshkosh (920-424-1223) or Graduate School at Green Bay (920-465-2123).

THE UNIVERSITY OF WISCONSIN GREEN BAY AND OSHKOSH

Application for Graduate Admission

MSW Program

SECTION I GENERAL INFORMATION

1. Name of Campus you wish to enter: (check one) Green Bay Oshkosh

2. Semester you plan to enter: **Fall 2012**

3. Are you currently enrolled at, or have you previously attended or applied to attend this institution? Yes No

If yes, as Undergraduate Graduate Nondegree/Special student Student ID: _____

4. Legal Name: Last _____ First _____ Middle _____

5. Previous Name(s) as used on high school/college records: _____

6. Social Security Number: _____ 7. Gender: Female Male

8. Date of Birth (mo/da/yr): _____

9. City/State/Country of Birth: _____ 10. E-Mail Address: _____

11. Contact Telephone Number: _____

12. Are you a U.S. Citizen? Yes No If no, indicate Country of Citizenship: _____
 If no, check one: Refugee/Granted Political Asylum (attach copy of I-94) Resident Alien: (attach copy of both sides of resident alien card)
 Visa Holder: Give Visa Type (e.g., H4) _____ Applied for: _____ Give Alien Registration No.: _____
 Requesting Student Visa: F1 J1 Unknown

13. Racial/Ethnic Heritage: (Check one box)
 African American/Black American Indian or Alaska Native. Tribal Affiliation: _____
 Southeast Asian: Cambodian, Hmong, Laotian, Vietnamese Other Southeast Asian/Pacific Islander Hispanic/Latino
 White/Non-Hispanic

<p>14. Permanent Home Address:</p> <p>Street: _____</p> <p>City: _____</p> <p>State/Province: _____</p> <p>Zip/Postal Code: _____</p> <p>Home Telephone: _____</p> <p>Since (mo/yr): _____</p> <p>County: _____ Country: _____</p> <p>(if Wisconsin) (if not U.S.A.)</p>	<p>Mailing Address (if different):</p> <p>Street: _____</p> <p>City: _____</p> <p>State/Province: _____</p> <p>Zip/Postal Code: _____</p> <p>Home Telephone: _____</p> <p>Since (mo/yr): _____</p> <p>County: _____ Country: _____</p> <p>(if Wisconsin) (if not U.S.A.)</p>
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15. Intended Concentration: (Check One) Advanced Direct Practice Administration/Management

16. ACT/ETS High School Code: (Obtain from High School) _____

17. High School of Graduation - school name, city, state: _____

18. Date of Graduation: (mo/yr) _____

19. Instead of a high-school diploma, have you completed one of the following? GED H.S. Equivalency Diploma

Issued by State of: _____ Test date: (mo/yr) _____

20. Have you served on active duty in the U.S. Armed Forces? Yes No

21. List all institutions of higher education (even if you withdrew) including name of college for courses taken in colleges, universities, technical colleges, the institution you are currently attending, extension programs, etc., and any degree(s) earned. Attach additional page if needed. Failure to list all institutions may result in disciplinary action, rescission of admission, and/or invalidation of credits or degrees earned.

Name of School/College/University	City/State	From: (mo/yr)	To: (mo/yr)	Degree Earned:	Date of Degree:

For Office Use Only: R N

SECTION II APPLICANT EMPLOYMENT HISTORY (List your employment history and/or activities (other than school) for the last 3 years)

Employer	Occupation/Activity	City/State	Telephone Number	From: (mo/yr)	To: (mo/yr)

SECTION III RESIDENCY AND PARENT INFORMATION FOR TUITION DETERMINATION

- Are you a legal Wisconsin Resident and/or do you claim legal Wisconsin residence for tuition purposes? Yes No
- Have you, your spouse or parents recently moved to Wisconsin to begin full-time employment, or do you expect to do so before the beginning of the term for which you are applying? Yes No
- I have lived continuously and only in Wisconsin since: (mo/yr)
- Do you hold a valid Wisconsin Driver's License? Yes Since: (mo/yr) No
- Have you registered a motor vehicle(s) only in Wisconsin? Yes Since: (mo/yr) No
- Have you filed a Wisconsin state income (not property) tax return as a resident for the past two years?
 Yes What years? No
- I am listed as a dependent on income tax forms of: Father Mother Spouse Claim my own exemption Other(specify)
- Have you last voted or registered to vote in Wisconsin? Yes When? (mo/yr) No
- List former addresses, if any, during the last two years.
Street City State From:(mo/yr) To: (mo/yr)

- Check appropriate box to indicate the relationship to the individuals described below and provide the required information.
 Father Stepfather Legal Guardian Is he living? Yes No
Present address: City/State/Zip: Since:(mo/yr)
Has he filed a Wisconsin state income (not property) tax return as a resident for the past two years? Yes What years? No
Is he a U.S. Citizen? Yes No Resident Alien (attach copy of both sides of resident alien card)
- Mother Stepmother Legal Guardian Is she living? Yes No
Present address: City/State/Zip: Since:(mo/yr)
Has she filed a Wisconsin state income (not property) tax return as a resident for the past two years? Yes What years? No
Is she a U.S. Citizen? Yes No Resident Alien (attach copy of both sides of resident alien card)

SECTION IV HOW WERE YOU INTRODUCED TO THE MSW PROGRAM AT UW GREEN BAY AND UW OSHKOSH?

- Internet Alumni Faculty Education Agency Advertisement Co-worker Printed Materials
 Undergraduate student from this campus Friend Education Fair Other, specify:

SECTION V APPLICANT SIGNATURE To be valid, application must be signed and dated

I certify that the information in this application is true and complete to the best of my knowledge and I understand that inaccurate information may affect my enrollment, tuition or financial status. I also understand that if I have applied for financial assistance, information concerning the amount of financial aid I may be offered may be released to other agencies that may also be considering me for assistance. If I enroll at this University, I will abide by its rules and regulations. This application and supporting documents become the property of the University of Wisconsin System.

Applicant Signature: _____ Date: _____

For Reentering Students only: I hereby declare that my name has changed as shown in Section I. By means of the above signature, I hereby authorize the University to change my record accordingly.

SECTION VI WORK CONTACT INFORMATION

Provide this information if you can be contacted at work:

1. Work (Area Code) Telephone Number: _____

2. Work e-mail address: _____

SECTION VII PROGRAM PREREQUISITES

Have you completed the following courses? Please see MSW web page for course examples.

	Yes	No	Course Number	Course Name	Dates Taken
Statistics	<input type="radio"/>	<input type="radio"/>	_____	_____	_____
Research Methods	<input type="radio"/>	<input type="radio"/>	_____	_____	_____
Human Biology	<input type="radio"/>	<input type="radio"/>	_____	_____	_____
Human Development	<input type="radio"/>	<input type="radio"/>	_____	_____	_____

Students who need to complete **more than two pre-requisites** will not be admitted to the MSW program.
All pre-requisites must be completed prior to enrolling in the Advanced Curriculum

SECTION VIII DRL QUESTIONS

Are you or have you ever been certified or licensed by the Wisconsin Department of Regulation and Licensing? Yes NoIf yes, have you ever had an ethics or NASW code of conduct violation? Yes No If yes, explain: _____Have you ever been charged with a criminal offense (misdemeanor/felony)? Yes No If yes, explain: _____Have you ever been convicted of or pleaded guilty to a criminal offense (misdemeanor/felony)? Yes NoIf yes, provide a copy of conviction and judgment information. Mark box to indicate information is included, if applicable: Are you currently on probation or parole? Yes No

If yes, provide the name, telephone number and email address of probation/parole officer: _____

Is there anything in your background that might preclude you from being certified as a social worker or hired by a public social service agency? Yes No If yes, explain: _____

The applicant's background will not necessarily prevent them from being admitted to the MSW and certification is the purview of the Department of Regulation and Licensing (DRL). Applicants are advised to visit the Social Work Section of the DRL web site.

SECTION IX AREAS OF INTEREST AND QUALIFICATIONS

1. I have a bachelor's degree in social work from an accredited social work program: Yes No

If yes, please indicate the month and year you received your degree: _____

If no, what was your major/minor? _____

2. I have worked in public or tribal child welfare: Yes No 3. I am interested in working in public or tribal child welfare after graduation: Yes No 4. Selection of Concentration: **Check your first priority.** If your first priority is not available are you willing to enroll in the alternate concentration? Students who are accepted into the program and are unwilling to accept an alternate concentration may be placed on the waiting list.

Advanced Direct Practice	<input type="radio"/>
Administration/Management	<input type="radio"/>
Will accept alternate concentration	<input type="radio"/>
Will not accept alternate concentration	<input type="radio"/>

5. A part-time MSW option is available. Students entering the Foundation cohort complete a part-time program in 9 semesters. Students entering as Advanced standing complete a part-time program in 5 semesters. Choose your preference.

Prefer Full-time MSW program	<input type="radio"/>
Prefer Part-time MSW program	<input type="radio"/>
No preference	<input type="radio"/>

SECTION X**REFERENCES**

Applicants must submit one academic reference if they have graduated with an undergraduate degree within the past eight years. Applicants who have a BSW and graduated within the past eight years must have a reference from a social work faculty member. Additional references should have familiarity with your work/volunteer background. It is strongly recommended that all applicants have a reference from a work/volunteer supervisor. If applicants graduated more than eight years ago they must submit at least one reference from a work supervisor (a current supervisor is not required). Do not submit references from friends. List references below and the Collaborative MSW program will contact your references to submit the on-line electronic Reference form. This form is submitted directly to the MSW program.

List the names, addresses, e-mail and phone of three professional/academic references who can attest to your ability to perform graduate-level/leadership work in Social Work. The MSW Program will contact references via e-mail to provide instructions for submission of the online reference evaluation.

Reference #1 (Academic/Supervisory) Reference #2

Reference #3

Name

Address

Address 2

City/State/Zip

Phone

Email

Please be advised that under the Family Education Rights and Privacy Act of 1974 an applicant/student decides whether letters of reference written at his/her request are to be held confidential from him/her or to be available for personal inspection. Please check your preference below and sign your name for verification of your selection.

- Confidential File: I wish to WAIVE my right to review letters and statements of recommendation in my graduate admission file.
- Open File: I wish to RETAIN my right to review letters and statements of recommendation in my graduate admission file.

Signature: _____

Date: _____

SECTION XI PERSONAL ESSAY

Submit a personal essay that is between 3-5 pages in length and double-spaced. Please answer the following questions:

1. What are your specific career goals in the next 5-10 years, and how will an MSW help you achieve these goals?
 2. Describe your specific skills, abilities, experiences and attributes that will complement your work as a professional social worker.
 3. The social work profession is grounded in a set of core values that guide social work's purpose and perspective (NASW Code of Ethics, 1996). These core values are: service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. Please choose at least two of these core values and describe how you apply them in your professional life. Please include at least three specific examples. More information about the NASW Code of Ethics can be found at www.socialworkers.org.
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SECTION XII WORK/VOLUNTEER EXPERIENCES IN THE HUMAN SERVICES

To provide information on your employment and volunteer experiences in the human services go to the following link and complete all data requested: http://uwgreenbay.qualtrics.com/SE/?SID=SV_eM11unHhNQQibje

Relevant experience in human services AND responses to the personal essay prompts are the **primary** criteria for admission to the Collaborative MSW Program.

SECTION XIII CAMPUS PREFERENCE AND SIGNATURE SHEET

Campus preference:

Half of the graduates in the Collaborative Program will officially be students at the University of Wisconsin-Oshkosh, and half will officially be students at the University of Wisconsin-Green Bay. Other than identification with a home institution, there will be no differences for students in the courses they are eligible to take, the libraries they have access to, or in students fees.

Do you have a preference for one of these institutions as the University from which you wish to graduate?

- No preference
 - Yes, I prefer the University of Wisconsin-Green Bay
 - Yes, I prefer the University of Wisconsin-Oshkosh
-

If you stated a preference, would you be willing to graduate from the alternative University, if your preferred University is unavailable?

- Yes
 - No
-

Please note that a **mandatory** orientation meeting will be held on **Thursday, May 17, 2012 at UW-Fox Valley, Room 1338 at 6:00 p.m.** for all students accepted into the MSW program. Accepted applicants who do not have an excused absence from orientation may not be able to enroll in the MSW program.

Accuracy of Information:

I certify that the information on these forms is complete and accurate. I understand that the material submitted in connection with making application to the Collaborative MSW Program will be used for admissions selection and/or by faculty for academic and field education planning. Any intentionally inaccurate, incomplete or misrepresented information may affect my admission or enrollment to the University of Wisconsin-Green Bay and/or University of Wisconsin Oshkosh.

Signature: _____ Date: _____

**Collaborative MSW Program
Application Checklist**

Please complete the top portion and the "Applicant's Verification" column of this checklist. Fold it in half with the checklist to the inside. On the outside please write your name and mailing address and affix appropriate postage in the top right corner to enable the MSW Program staff to mail this checklist back to you upon receipt of your application. Incomplete applications will not be reviewed.

Name: _____

Email: _____

Application Element	Applicant's Verification	Received (For Office Use Only)
Two copies of the Application for Graduate Admission-MSW Program sections I-XIII (Please make sure you signed both applications on pages 2, 4 and 5.)	Included YES NO	
Two copies of the Personal Essay	Included YES NO	
Two copies of Unofficial Transcripts from <u>every</u> college you attended.	Included YES NO	
On-line survey of work/volunteer experiences	Submitted on-line YES NO	
*Contact Information for Reference #1 (Academic/work supervisor)	Provided YES NO	
*Contact Information for Reference # 2	Provided YES NO	
*Contact Information for Reference # 3	Provided YES NO	

*Note regarding references: We will email your references with a link to an on-line reference survey. You will be notified as we receive each of your reference surveys. It is up to you to make sure that all references have completed and submitted surveys.