

**THE OHIO STATE UNIVERSITY
COLLEGE OF SOCIAL WORK
INSTRUCTIONS FOR APPLICANTS TO
THE MASTER OF SOCIAL WORK PROGRAM**

TO AVOID DELAY, READ AND FOLLOW ALL INSTRUCTIONS AS PROVIDED. It is your responsibility to follow these directions.

The application materials are processed by two different offices. It is the applicant's responsibility to fully complete all required materials and return them to the correct office as promptly as possible.

GRADUATE OSU ADMISSIONS OFFICE

The Ohio State University
3rd Floor Lincoln Tower
1800 Cannon Drive
Columbus, OH 43210
(614) 292-9444

THE OHIO STATE UNIVERSITY AT LIMA

Master of Social Work Program
GA 135
4240 Campus Drive
Lima, OH 45804
(419) 995-8399 FAX (419) 995-8692

MARCH 1 is the ***DEADLINE FOR FILING ALL ADMISSION MATERIALS TO THE PART-TIME MSW PROGRAM AT LIMA.***

DEADLINE NOTE: The application materials sent to the OSU Admissions Office (i.e. OSU Application, transcripts, etc.) require three to four weeks of processing time before they are forwarded to the Social Work Program Office. Please submit OSU materials early enough to allow sufficient time to meet the College of Social Work filing deadlines.

Further, due to yearly application fluctuations, the College filing deadlines are subject to ***EARLY CLOSINGS***. Therefore, we encourage all applicants to ***file materials as early as possible***. It is the applicant's responsibility to see that all materials are submitted on time and completed! ***Files WILL NOT be reviewed until all materials are received in the MSW Office.***

RETURN the following materials to the Graduate OSU Admissions Office:

1. The OSU Graduate School Admission Application.
2. Two copies of an official transcript from *every* college and university attended (OSU transcripts exempted).
3. Scores on the Graduate Record Examination if grade-point average (GPA) is below 3.0 on a 4.0 system or below B equivalent on a non-traditional system (GPA is calculated on *all* college-level work attempted).

International students should obtain special application materials from the Graduate Admissions Office and submit results of the Test of English as a Foreign Language (TOEFL).

Students are strongly encouraged to apply on-line at www.gradapply.osu.edu (must pay \$40 application fee with credit card)

RETURN the following materials to the MSW Program Office at Lima:

1. The College of Social Work Application for Admission.
2. Personal statement (follow the guidelines contained in these instructions). Applicants ***DO NOT NEED*** to complete the one-page statement as indicated in the Graduate School Application.
3. Three reference forms (see guidelines which follow).
4. College of Social Work Application for Financial Aid (see enclosed guidelines).

Application materials are confidential. Only authorized personnel have access to admission files. Materials submitted for admission *will not* be returned to the applicant.

GUIDELINES FOR PERSONAL STATEMENT

The Graduate Studies Committee wants to understand as fully as possible your interest in graduate social work education and to assess your abilities at written communication. Toward this objective, prepare a detailed statement covering the questions and points as outlined. Add any relevant information you wish, but please do not omit any sections or questions; indicate "not applicable" where appropriate.

NOTE: A resume is not acceptable in lieu of the personal statement.

1. Describe the social work position you would like to have five years after completion of the MSW Program. What would you be doing? With whom would you be working?
2. Describe the specific nature of your BSSW field experience or past internships (if applicable).
3. Describe full or part-time employment, volunteer or extra-curricular activities as they relate to your choice of social work as a profession.
4. Discuss in depth how your own growth and development, including your family relationships, have contributed to your motivation and potential for social work.
5. Describe areas for potential personal and academic growth.

MASTER OF SOCIAL WORK PROGRAM OPTIONS: Criteria and Application Procedures

The College regional campuses offer the following program options:

1. The Regular Part-Time MSW Program is a twelve-quarter curriculum which is taken on a part-time basis. The part-time program will begin on the Lima and Mansfield campuses SU Qtr. 2004, with Newark campus beginning SU Qtr. 2005. The campuses then plan to offer the program on a continual rotating basis. Regional campuses may offer classes in the evenings and/or on weekends. However, there is no guarantee that the Columbus campus will be able to make those accommodations.

PLEASE NOTE: the regional campus programs have a specific design that allows the student to complete almost one half of the course work on the regional campus and a little more than one half on the Columbus campus. Students are expected to follow the schedule given to them by their regional campus. To be considered for admission, applicants must:

- a. Have a baccalaureate degree from an accredited college or university;
 - b. Have a grade-point average of 3.0 or higher (based on a 4.0 system) for all previous academic work or have a combined score of at least 1000 on the verbal and quantitative areas of the aptitude portion of the Graduate Record Examination (GRE); and
 - c. Have completed at least 45 quarter credit hours of course work in liberal arts: 1) humanities, 2) social and behavioral sciences, and 3) natural sciences (including human biology).
2. The Dual Degree Option grants two degrees, Master of Arts (M.A. earned in Public Policy and Management) and Master of Social Work (MSW), upon completion of the two required programs. Candidates for admission to this program must meet the admission requirements of *both* programs. Application to Public Policy and Management can be made during the autumn quarter following enrollment in the MSW Program. Prospective applicants must submit scores from the aptitude portion of the GRE to Public Policy and Management, irrespective of cumulative grade-point average, and present credit for micro-economics. Additional admission information can be obtained from the School of Public Policy and Management, 300 Fisher Hall, 2100 Neil Avenue, Columbus, OH 43210. Telephone: (614) 292-8697.

PROPOSED CONCENTRATION

Please indicate the practice Concentration in which you have significant interest and anticipate seeking employment following completion of your educational program by checking the appropriate box on the social work application (under Admission Request section).

HUMAN BIOLOGY REQUIREMENT

The Council on Social Work Education (CSWE) requires that students demonstrate successful completion of human biology course work. This is to insure that social workers have an understanding of the health and medical issues that affect their clients. If you do not have course work with human biology content, you must complete this requirement BEFORE the beginning of your first quarter of enrollment. This means that even if you are accepted into the MSW Program, you will not be able to enroll in classes until this requirement is met. In order to fulfill this requirement you must either take a course with Human Biology content or you can take a correspondence course developed and offered by Louisiana State University. The correspondence course is titled: ***NC81 Basic Human Biology for Social Work***, designed to use the text: Goodenough, et al., *Human Biology: Personal, Environmental, and Social Concerns*, Saunders College

Publishing, 1998. The cost of the textbook is approximately \$50.00 and may need to be ordered through LSU. The course has 11 assignments and 1 three-page paper and 2 exams. It was designed by a person with experience in the social work field. This is not a regular college credit course, and it is offered for non-credit only. The cost of the correspondence course is \$150. Contact the MSW Program Office for information and application regarding this correspondence course (614-292-2972).

TRANSFER AND GRADUATE NON-DEGREE CREDIT

All transfer of credit from previous graduate study must be approved by the College of Social Work. It should be noted that both graduate and graduate non-degree course work should be transferred into the College of Social Work prior to the student's first quarter of enrollment in the Master of Social Work (MSW) Program. No more than ten (10) hours of Ohio State University graduate non-degree course work may be transferred toward meeting the regular MSW degree requirements. A complete statement of transfer credit policy and procedures is available upon request from the Social Work MSW Program Office (614-292-2972).

REFERENCES

You will receive three Graduate School forms titled "Graduate School Personal Reference Form" (white) *and* three College of Social Work forms titled "Applicant Recommendation" (blue). This might seem confusing as you only need to submit three letters of recommendation directly to the Social Work Program Office on the respective regional campus. The forms you submit may be a combination of College of Social Work and Graduate School forms; however, the blue forms are preferred. The three extra reference forms may be retained in the event your reference persons lose them and need to have them replaced. Late references are the cause of much delay in processing so it may be useful to request references from more than three individuals. Confirm their receipt by contacting the Social Work Program Office. Applicants must use professional references (such as professors, work supervisors, etc.).

GRADUATE RECORD EXAMINATION

Scores from the GRE must be submitted only by applicants who either (1) hold a degree from a non-accredited institution, or (2) have less than a 3.0 grade-point average on *all previous academic work* (based on a 4.0 system). Applicants are required to submit scores on the aptitude portion of the **GENERAL TEST** which includes a verbal, a quantitative and an analytical writing section. Scores on the verbal and quantitative sections must total at least 1000. GRE scores which are more than five years old will not be accepted. GRE application booklets are available through the Graduate Admissions Office (614-292-9444) and from the College of Social Work MSW Program Office (614-292-2972).

MINORITY/UNIVERSITY FELLOWSHIP APPLICANTS

Applicants should be aware that there are two different fellowships available for graduate education. Students must be enrolled full-time if awarded a fellowship. To compete, individuals must have a cumulative grade-point average of at least a 3.2 out of a possible 4.00 in both undergraduate and graduate work. Several of the fellowship programs require a higher GPA. In order to participate in the review, it is necessary that the application process be completed by January 15. It is best to submit materials well in advance of this date. Applicants should also submit a resume' to highlight volunteer/work experiences, association memberships, extra curricular activities, etc.

INTERNATIONAL APPLICANTS; TOEFL SCORES AND SPOKEN LANGUAGE POLICY

Applicants from non-English speaking countries who do not hold a degree from an accredited U.S. college or university must submit satisfactory scores (550 written or 213 computer) from the Test of English as a Foreign Language (TOEFL); applicants will not be reviewed until the TOEFL scores are reported, therefore, schedule this test early! Graduate international students for whom English is not the first language must demonstrate their fluency in spoken English through testing (SPEAK--score 230) and possible course work before the student will be permitted to enter the field practicum. Those students who know they have a deficiency in spoken English might want to consider coming to the University the summer preceding admission to the program.

TRANSCRIPTS

One set of official transcripts of all courses attempted at *every* college and university must be forwarded to the Graduate Admissions Office in Lincoln Tower. Graduates of OSU need not submit transcripts for course work taken at this University, but must forward a transcript from every university attended before and since leaving Ohio State. NOTE: Late transcripts cause delay. Confirm their receipt by contacting the Social Work Program Office at your regional campus.

FORMER OSU GRADUATE STUDENTS

Students who have previously been enrolled in the Graduate School at OSU (*this does not include those that have taken Graduate Non-Degree only*) are not required to file another Graduate School Application. They are only required to submit Social Work application materials, along with a copy of undergraduate transcripts (if undergraduate work was not at OSU).

UPDATING THE SOCIAL WORK APPLICATION

Any applicant who completes part or all of the application process in any given year, but does not enroll, may request to "update" former application materials. Procedures for updating materials are available from the Social Work MSW Program Office. Updates beyond one year cannot be honored since records are maintained for only twelve months.

INTERVIEW

An interview may be requested by the College of Social Work after the applicant's file is completed. Generally, the College requests an interview when further clarification of application materials is desired.

HOUSING

Requests for graduate on-campus housing usually far exceed the available spaces. To insure consideration for housing, applicants are encouraged to request application materials early. Direct inquiries to: Graduate Housing, Morrison Tower, 196 W. 11th Avenue, Columbus, OH 43210. Telephone: (614) 292-9797.

LIABILITY INSURANCE

All field practicum students are required to purchase professional liability insurance through the College of Social Work. The charge will appear each year on each student's tuition statement prepared by Fees and Deposits. Students will be charged \$39.00 a year.

TUITION DEPOSIT

All admitted applicants are required to submit a \$100 tuition deposit in order to hold an admission space. Instructions are included in the letter of acceptance.

Mns ___
Lma ___
Mrn ___
Nwk ___

**College of Social Work
The Ohio State University
2006-2007 Application for Admission
Master of Social Work Program**

Please carefully read the Instructions for Applicants to the Master of Social Work Program before completing this form.
PLEASE PRINT!

PERSONAL DATA

Full Legal Name _____ Soc. Sec. # _____
Last First Middle/Maiden

Permanent Address _____ () _____
Street City State Zip Code Phone Number

Present Address _____ () _____
Street City State Zip Code Phone Number

Final date at present address (Month/Day/Year) _____ E-Mail Address _____

Will you be classified by OSU as an Ohio resident? Yes _____ No _____

Are you a U.S. citizen? Yes _____ No _____. If no, what type visa? _____

The Council on Social Work Education (CSWE) requires social work programs in institutions accredited by the Council to report student enrollments by sex, age and race. The information requested here will assist in meeting this requirement and will be used for statistical purposes only. *RESPONSE IS OPTIONAL.* Please check where appropriate:

___ African American ___ American Indian ___ White ___ Foreign: From _____
___ Puerto Rican ___ Chicano ___ Asian American ___ Other _____ (Specify)

Birthdate _____ Sex: Male _____ Female _____

Vietnam-era Veteran? Yes _____ No _____

EMERGENCY CONTACT PERSON

Name _____
Last First Middle/Maiden

Present Address _____ () _____
Street City State Zip Code Phone Number

ADMISSIONS REQUEST

___ M.S.W. Part-Time Option (summer only)

Career Interest by Concentration (Indicate your current interest)

___ Clinical Practice

___ Social Administration Practice

Do you have graduate credit that you wish to have applied to the MSW? Yes ___ No ___

If yes, indicate below the approximate number of hours and type of credit to be considered for transfer. Attach an additional sheet listing the courses and when the courses were taken.

1. ___ Graduate Non-Degree credit from OSU: ___ hours
 Note: a maximum of 10 hours of Graduate Non-Degree course work may be applied to MSW degree
2. ___ Graduate credit from another OSU Program: ___ hours
3. ___ Graduate credit from an institution other than OSU: ___ hours
4. ___ Credit for Senior Petition: ___ hours

Have you previously applied to the MSW Program at OSU? ___ Yes ___ No Date _____

REFERENCES

Name	Organization	Position/Title	Address
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

PRIOR EDUCATION

Colleges/Universities attended and location	From Mo/Yr	To Mo/Yr	Major	Level GRAD/UG	Degree	Date

Use additional sheets if necessary

Average on all previous college work (on a 4.0 system) _____ (Approximate this average if not known)

Have you taken or do you plan to take the Graduate Record Exam? ___ Yes ___ No If yes, when? _____
 (Required of students who have less than a 3.0 g.p.a. on a 4.0 system)

Scores: Verbal _____ Quantitative _____ Analytical _____ (if applicable)

PRIOR EXPERIENCE

Please give the following information regarding your *social work and related experience*: name of agency; length of experience (total hours). (Please include any field practica)

Describe VOLUNTEER community services you have performed:

Name of Agency or Industry and Address	Position Held	Dates: From/To	Approx. Total Hours
1.			
2.			
3.			

Use additional sheets if necessary

List your EMPLOYMENT, most recent first:

Name of Agency or Industry and Address	Position Held	Full/Part Time	Dates: From/To
1.			
2.			
3.			

Use additional sheets if necessary

Phone number at current employment () _____

Is it permissible to contact you at this number? Yes No

CERTIFICATION

I affirm that the information I have provided on this application form and all other application materials is complete, accurate and true to the best of my knowledge. I agree to submit materials required for this admission application. I agree that as a student, I am subject to The Ohio State University Code of Student Rights and Responsibilities, and I understand that furnishing false information on any part of these admission application materials may result in cancellation of admission or registration or both.

Legal Signature

Date

FINANCIAL PLANS

Applicants seeking financial aid from the College of Social Work should see the counselor on your regional campus.

NON-DISCRIMINATION POLICY

The policy of The Ohio State University, both traditionally and currently, is that discrimination against any individual for reasons of race, color, creed, religion, national origin, gender, sexual orientation, age, handicap, or Vietnam-era veteran status is specifically prohibited. Accordingly, equal access to employment opportunities, educational programs, and all other University activities is extended to all persons, and the University promotes equal opportunity through a positive and continuing affirmative action program.