

SCHOOL OF SOCIAL WORK

APPLICATION INFORMATION for ADMISSION for MASTER OF SOCIAL WORK

The School of Social Work is pleased that you are interested in pursuing graduate studies in social work. Please read and follow the instructions below so that we have all of the required application materials. Note that the responsibility for securing and submitting the materials, transcripts, and other necessary information rests upon the applicant. Please submit your application online at: http://www.baylor.edu/social_work/mswadmissions.

APPLICATION DEADLINES

MSW Application must be completed by **March 13**. All application materials must be submitted electronically or postmarked by this date.

Because our classes have a cap on enrollment, it is always wise to apply early as the class can fill before the deadline. For maximum financial assistance opportunities, apply one year in advance.

APPLICATION PROCEDURE AND ELIGIBILITY

You are required to have a bachelor's degree from an accredited institution in the United States, or proof of equivalent training at a foreign university. Ultimate approval for admission to graduate study is given by the Dean of the School of Social Work. The Graduate Admissions Committee will consider all of the relevant information it has about the applicant's capacity to successfully complete the degree program and function as a professional social worker.

A completed application consists of the following:

1. APPLICATION FORM

This form serves for all domestic and international applicants and is to be used to organize your information when applying online.

2. TRANSCRIPTS

Arrange for official transcripts from all undergraduate and graduate institutions attended to be sent to the School of Social Work. (Records for former and current Baylor University students are already on file in the Records Office; the School of Social Work will obtain those transcripts from Records.)

3. RECOMMENDATIONS

Three strong professional reference letters or recommendation forms are required from each applicant. Two references must have direct knowledge of your academic work, at least one of which must have been an instructor of yours. Faculty who are members of the MSW Admissions Committee may not write letters of recommendation. Select persons who have knowledge of you in areas such as: intellectual competence; potential for success; the ability to work with people about sensitive issues, including people from diverse backgrounds; possession of critical thinking and communication skills; and a sense of values and ethics. Advanced Standing applicants will need a reference from the undergraduate program director, the director of field education, or the field instructor.

Recommenders should email letters and/or recommendation forms directly to MSW_Admissions@baylor.edu. If hardcopy letters/forms are used, they should be written on institutional or business letterhead and mailed directly to the School of Social Work, One Bear Place #97320, Waco, TX, 76798-7320. You may duplicate the recommendation form in this application packet or download an electronic copy of the recommendation form at http://www.baylor.edu/social_work/index.php?id=66486.

4. APPLICATION FEE

A fee of \$45 is required at the time the application is submitted and is non-refundable once the application is started.

5. INTERNATIONAL STUDENTS

For all programs, international applicants must submit official scores and attain a minimum of 550 on the paper-based, or 213 on the computer-based, or 80 on the internet-based Test of English as a Foreign Language (TOEFL) OR 6.5 on the International English Language Testing System (IELTS). See the School of Social Work online catalog for more information regarding exemptions. Information about these tests are available from the U.S. Embassy or the Consulate of the applicant's country, or by contacting the Educational Testing Service, Box 6004, Princeton, NJ 08541-6004 USA (website: <http://www.ets.org/>)

Additional forms are required of international applicants. Please contact the office of **International Student and Scholar Services** for more information:

Phone: (254) 710-1461; FAX (254) 710-1468

Email: ISSS_Support@baylor.edu

Website: www.baylor.edu/cie/index.php?id=1802

6. HEALTH FORM

The "Health Form" is required of all accepted students. It must be submitted to the Baylor University Health Services (address indicated on form). You will not be permitted to register for classes until this form has been received and approved by the Baylor University Health Services. See <http://www.baylor.edu/healthservices/> to download a copy of the form.

7. ADVANCED STANDING

Students who meet **all** the criteria below may apply for Advanced Standing, an accelerated social work graduate degree program:

1. An undergraduate degree in social work from a program accredited by the Council on Social Work Education. *No other degrees or life experiences can be substituted for this requirement.*
2. Completion of the undergraduate degree no more than five years prior to application. (Exceptions may be made on a case-by-case basis for social workers who have been in practice with regular continuing education.)
3. Reference letter or recommendation form from the undergraduate program director, director of field education, or if the director is not available, a field supervisor or field course instructor.
4. An overall grade point average of 2.7 or higher on a 4.0 scale, a grade point average of 3.0 or higher in all social

work coursework, to include a minimum grade of B in all practice and field courses

5. A copy of the field evaluation from the baccalaureate social work field experience(s) documenting satisfactory generalist practice experience and skills in the internship.

In addition to all the requirements for the MSW program, those students seeking admission to Advanced Standing should send with this application a copy of the most recent Field Evaluation from their undergraduate social work field (internship) placement. If the student is currently in field placement, submission of mid-term field evaluation will be accepted in order to process application. However, receipt of the final field evaluation will be required before enrollment in coursework.

GENERAL INFORMATION

SCHOOL OF SOCIAL WORK CATALOG

You may access the current School of Social Work Catalog on our website.

RE-ENROLLMENT OR TRANSFER OF CREDIT

If you need an *Application for Admission for Transfer of Credit or Re-Enrollment*, please contact the Master of Social Work admissions office at (254) 710-3701 or (254) 710-7853.

HOUSING

Limited on-campus housing is available to graduate students through the Office of Campus Living and Learning. For more information, contact the Office of Campus Living and Learning:

Website: www.baylor.edu/Housing/

Phone: (254) 710-3642

Off-campus housing information is available from the Office of Campus Life. For more information, contact:

Website: <http://www.baylor.edu/offcampushousing/>

Phone: (254) 710-1314 Fax: (254) 710-1766

Graduate Student Housing Community at the Quadrangle:

<http://www.baylor.edu/graduate/index.php?id=42521>

FINANCIAL AID OPTIONS

The School of Social Work MSW program offers tuition and graduate assistantships. MSW students must complete a "School of Social Work Financial Aid Application" form in order to be considered for School funds. Apply online at http://www.baylor.edu/social_work/index.php?id=66490.

To discuss options of Stafford Loans, Texas Tuition Equalization Grant, Federal Work-Study Program, and Private Alternative Loans Programs, contact the Office of Academic Scholarships and Financial Aid:

Website: www.baylor.edu/finaid

Email: Financial_Aid@baylor.edu

Mail: One Bear Place #97028

Waco, TX 76798-7028

Phone: (254) 710-2611 or toll free within the U.S. at 1-800-710-BAYLOR-U, option 8-2

FAX: (254) 710-2695

STUDENTS WITH DISABILITIES AND SPECIAL NEEDS

The Office of Access and Learning Accommodation (OALA) strives to insure equality in relation to any unlawful discrimination from race, color, ethnic origin, sex, age, or disability for all students. OALA follows the federal Rehabilitation Act of 1973, Section 504, which states that "No otherwise qualified person with a disability in the United

States shall, solely by the reason of disability, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance."

OALA reviews disability documentation to determine appropriate accommodations for individual students. OALA collaborates with faculty and administration in determining how students with disabilities will meet academic requirements, and it provides information to students, parents, staff, and faculty. For further information, contact OALA:

Website: www.baylor.edu/oala

Phone: (254) 710-3605 FAX: (254) 710-3608

NOTICE OF NONDISCRIMINATORY POLICY

Baylor University complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, color, nationality or ethnic origin, sex, age, or disability in employment or the provision of services. The University is controlled by an all-Baptist board of regents and is operated within Christian-oriented aims and ideals. Baylor is affiliated with the Baptist General Convention of Texas, a cooperative association of autonomous Texas Baptist churches. As a religiously controlled institution of higher education, Baylor University is exempted from compliance with some provisions of certain civil rights laws, including some provisions of Title IX of the Education Amendments of 1972.

CONTACT INFORMATION:

Website: www.baylor.edu/Social_Work

Mail: School of Social Work

MSW Admissions

Baylor University

One Bear Place #97320

Waco, TX 76798-7320

Phone: General Information: (254) 710-6400

MSW Admissions: (254) 710-7853

Associate Dean: (254) 710-4321

FAX: (254) 710-7412

Email: Jon_Singleton@baylor.edu

MSW_Admissions@baylor.edu

Marilyn_Gusukuma@baylor.edu

APPLICATION PACKET CHECKLIST

1. Submit MSW Application online.
2. Submit \$45 non-refundable application fee.
3. Email to MSW_Admissions@baylor.edu:
 - Writing Assignment
 - Current Resume
4. Arrange for all official transcripts from every university you have attended to be mailed to the School of Social Work.
5. Contact recommenders to have each send his/her reference letter or recommendation form to the School of Social Work.
6. Advanced Standing students should include a copy of the last Field Evaluation from their undergraduate social work field (internship) placement.
7. International students should have official TOEFL or IELTS scores sent to the School of Social Work.
8. Submit School of Social Work Financial Aid Award form online.
9. If you are accepted to the program, you must submit by mail to the University Health Center the [Baylor University Health Form](#) prior to registration.

School of Social Work
APPLICATION for MASTER OF SOCIAL WORK

Please print. Complete this form according to application procedure on preceding page.

1. NAME – Please print your exact legal name as it appears or would appear on your passport. All documents submitted must be in this name. If you are admitted, this name will appear on all permanent records at the University. Any official documents carrying a different last name must either be carrying the same U.S. Social Security number, or be notarized by an authorized official (not a university registrar).

Last (Family) Name

First (Given) Name

Middle Name

Suffix (e.g. JR, III)

Preferred Name

Name on Transcripts (If different from above)

2. CURRENT ADDRESS

Use this address until (MM/DD/YEAR)

Number

Street Name

Province/State (non-U.S. addresses)

Apartment Number, P.O. Box, Rural Route

Country (If other than U.S.)

City

U.S. State

ZIP Code (ZIP +4)

Postal Code (non-U.S. addresses)

3. PERMANENT ADDRESS

Number

Street Name

Province/State (non-U.S. addresses)

Apartment Number, P.O. Box, Rural Route

Country (If other than U.S.)

City

U.S. State

ZIP Code (ZIP +4)

Postal Code (non-U.S. addresses)

4. TELEPHONE (U.S. numbers only, with area code)

Preferred Phone

Alternate Phone

5. EMAIL ADDRESS

6. U.S. SOCIAL SECURITY NUMBER (This number will be used solely for record-keeping and internal institutional purposes. If you do not already have one, the School of Social Work will assign you a substitute number.)

If you are a Baylor student, include BU ID

7. CITIZENSHIP (Please check one.) ☐ United States Citizen ☐ Permanent Resident ☐ Foreign National

Country of Citizenship (if not US Citizen) _____

*If not a U.S. Citizen, have you taken the TOEFL Exam? _____

If yes, please provide scores: TOEFL Paper _____ Computer _____ Internet-based _____ IELTS _____

DEMOGRAPHIC INFORMATION – This information is optional and is requested for internal institutional purposes. It will **not** be used in making admissions decisions.

8. Date of Birth

_____/_____/_____

9. Gender

☐ Male ☐ Female

10. Religion

11. Origin

☐ African American/Other Black (non-Hispanic) ☐ American Indian/Native American/Alaskan Native ☐ Asian American
☐ Mexican American ☐ Puerto Rican ☐ Other Latino/Hispanic ☐ Pacific Islander ☐ White (non-Hispanic/Caucasian)
☐ Multiple Race/Ethnicity ☐ Foreign (no resident visa) ☐ Other _____

12. Applying for:

☐ Two-year MSW program ☐ Advanced Standing ☐ MDiv/MSW ☐ MTS/MSW Proposed enrollment date: _____
Month Year

12a. If you are applying for the M.Div/MSW program have you completed the admission application or are you currently studying at Truett Seminary? ☐ Yes ☐ No

13. Are you a current or former Baylor student? ☐ Yes ☐ No ☐ Current ☐ Former

14. Are you planning to enroll full time? ☐ Yes ☐ No

15. EDUCATION – Report all work at all colleges and universities (including community or junior colleges). Official transcripts and diploma certificates of all previous college work must be received by the School of Social Work before this application will be reviewed.

Name of School

City/State

Entrance Date	Date of Leaving	Degree (e.g. BA, BS, etc.)	Major	GPA	Graduation Date
MM YY	MM YY			(4.0 scale)	MM YY

Name of School

City/State

Entrance Date	Date of Leaving	Degree (e.g. BA, BS, etc.)	Major	GPA	Graduation Date
MM YY	MM YY			(4.0 scale)	MM YY

Name of School

City/State

Entrance Date	Date of Leaving	Degree (e.g. BA, BS, etc.)	Major	GPA	Graduation Date
MM YY	MM YY			(4.0 scale)	MM YY

Name of School

City/State

Entrance Date	Date of Leaving	Degree (e.g. BA, BS, etc.)	Major	GPA	Graduation Date
MM YY	MM YY			(4.0 scale)	MM YY

Name of School			City/State		
Entrance Date	Date of Leaving	Degree (e.g. BA, BS, etc.)	Major	GPA	Graduation Date
MM YY	MM YY			(4.0 scale)	MM YY
Name of School			City/State		
Entrance Date	Date of Leaving	Degree (e.g. BA, BS, etc.)	Major	GPA	Graduation Date
MM YY	MM YY			(4.0 scale)	MM YY
Name of School			City/State		
Entrance Date	Date of Leaving	Degree (e.g. BA, BS, etc.)	Major	GPA	Graduation Date
MM YY	MM YY			(4.0 scale)	MM YY

16. RECOMMENDATIONS – Please list the names and institutions of three (3) persons whom you have asked to submit letters of recommendation that address your intellectual competence, scholarly potential, and social work professional potential.

Recommender 1 Name	Recommender's Institution/Employment
Phone Number	Email Address
Recommender 2 Name	Recommender's Institution/Employment
Phone Number	Email Address
Recommender 3 Name	Recommender's Institution/Employment
Phone Number	Email Address

17. In compliance with Public Law 93-380, Family Educational Rights and Privacy Act of 1974, the following statement is provided for your use in case you desire to exercise the option.

STATEMENT OF WAIVER OF RIGHTS: I hereby voluntarily waive my rights of access to any materials used for evaluation of my application for admission to the School of Social Work Master of Social Work program at Baylor University, provided such materials are restricted to or limited to letters of recommendation and/or forms used by the University on which comments are made and submitted as part of the evaluation process.

Must check one: ☐ Yes ☐ No Applicant's Signature (Required) _____ Date: _____

18. Computer Use Competency

The graduate social work program will expect you to be able to use the computer for preparing written assignments and presentations, and for conducting research. The following questions will help us to know if you have the needed skills. If you identify an area in which you do not have a beginning level of competence, we recommend that you address this prior to enrolling in graduate social work education. We strongly recommend that students have personal computers to support their graduate studies. Computer facilities are also widely available on the Baylor campus.

Please complete this section to identify possible needs for computer competency preparation. This information will not be calculated in your application file review for admissions.

	Rate your level of competency for each statement: (check one that applies to you)	No	Beginner	Intermediate	Advanced
1.	I can create a new document, or open an existing document, edit it, print it and save it.				
2.	I can create a mail merge document and a list of names and combine them using the merge function.				
3.	I can perform a search on my computer in order to locate files.				
4.	I can download, open and save an attachment to an email message.				
5.	I can convert a Word document from one format to another.				
6.	I can retrieve a .txt file from an unknown word processor so that I can read it.				
7.	I can save files various formats (e.g., PDF, JPEG, TIF, DOC).				
8.	I can add and delete programs on my computer.				
9.	I can use PowerPoint.				
10.	I have successfully used and can navigate Blackboard.				
11.	I can upgrade my computer software				
12.	I can successfully connect other hardware to my computer (e.g., printer, headsets, digital camera, etc.)				
13.	I can use spreadsheet programs such as Excel.				
14.	I can use SPSS.				
15.	I can use computer programs to create charts and graphs.				
16.	I can use track changes.				
17.	I can use RefWorks, EndNote, or Zotero.				

19. OTHER INFORMATION

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?

☐ Yes

☐ No

If yes, explain:

Is there other information about you which you would like us to consider as we review your application?

If so, please summarize below:

20. WRITING ASSIGNMENT

Social workers must be able to think critically and express themselves clearly and professionally. Graduate social work education requires a great deal of presenting one's ideas in writing. The required assignment will help us assess your skill at expressing yourself in writing. This application includes a document entitled, "Master of Social Work Application Writing Assignment." Please use current APA style for the writing assignment. Email to MSW_Admissions@baylor.edu.

21. CURRENT RESUME

Save your resume as a Word document using "Last name, First name Resume" as the filename. Email your file as an attachment to MSW_Admissions@baylor.edu.

22. I certify that all the information contained in this application and in all supplemental materials that I shall submit is accurate and true, and that I have attended no institution other than those listed on this application. I understand that any false or misleading statement may disqualify my application or result in the termination of my studies as a student at Baylor University. I further understand that the application fee is non-refundable, and any submitted records are not returnable.

Applicant's Signature (Required) _____ Date _____

SCHOOL OF SOCIAL WORK

APPLICATION for MASTER OF SOCIAL WORK

PREREQUISITES FOR THE DEGREE

Professional social work education builds on the broad knowledge base of the biological, psychological, social and cultural contributions to human beliefs, attitudes, and behavior. Effective professionals perceive, think critically about, and work with this breadth of contributors to the human experience. Therefore, Baylor's graduate social work program requires completed undergraduate courses in the areas that are listed on the form on the reverse side of this page.

For each area, list undergraduate courses and course numbers, as listed on your transcript, which fulfill that requirement, and the year in which you completed the course. If you are currently enrolled in a course, write "in progress" in the Completion Date column.

You may list several courses to complete the total number of semester hours needed to complete a particular requirement. Record only the number of courses needed to meet the requirement, even if you have had many more courses than required.

If you believe a course you have taken meets a particular requirement, but you think it is hard for others to determine the content from the course title, photocopy the page of your undergraduate catalog which contains the course description, circle it, and attach it to this application or send a copy of the course syllabus.

If you have attended a college or university on the quarter system, divide the number of quarter hours by half and record this number in the Hours column.

If you do not have sufficient undergraduate work in a particular area, this may not preclude your acceptance in the program, but if you are accepted, you will need to complete coursework for that requirement as a prerequisite. Please note that the MSW Admissions Committee will only review an application that is missing no more than one prerequisite. If you have questions about this, please contact:

Dr. Jon Singletary, Associate Dean for Graduate Studies
School of Social Work
Baylor University
One Bear Place #97320
Waco, TX 76798-7320
254-710-4819 or 254-710-7853
Jon_Singletary@baylor.edu

Please complete all of the following and mail with rest of application.

Completed or Currently Enrolled Courses

Requirement	Name of Courses	Transcript Course Number	Hours	Completion Date
<u>Biology:</u> a. 3-hour biology course or its equivalent OR b. satisfactory CLEP score on a human biology exam OR c. successful completion of BSSW human biology competency process (3 semester hours required)				
<u>Communication or Language Skills:</u> foreign languages, speech, grammar, linguistics, written communication, media (6 semester hours required)				
<u>Social and Behavioral Science:</u> sociology, anthropology, psychology, social psychology, human diversity, social work (6 semester hours required)				
<u>Humanities and/or History:</u> philosophy, religion, arts, government, political science, economics, history, literature (9 semester hours required)				
<u>Statistics</u> (3 semester hours required)				

This page must be turned in as part of the MSW Application.

WRITING ASSIGNMENT

Answer the following four questions. Type your name on each page of your response and type a heading for the topic of each question at the beginning of the response. Please use current APA style for this writing assignment. Your responses to the first three questions should be approximately two pages, total. The critical thinking and case reflection questions should each be approximately one full page. Save your file as a Word document using "*Last name, First name Essays*" as the filename. Email your file as an attachment to MSW_Admissions@baylor.edu.

1. My Decision to Apply

What personal and professional experiences influenced your decision to pursue graduate social work education?

2. Professional Goals and Interests

What are your professional goals and interests, and how do you think the Baylor School of Social Work will help you pursue these?

3. Work/Volunteer Experiences

Summarize your work and/or volunteer experiences that relate to your interest in graduate social work education.

4. Critical thinking Question

Please read carefully the two statements that follow and select one for your response. Your response should include your own observations, examples, and/or ideas from authors with whom you are familiar. If you quote an author, remember to provide a proper reference using APA format. References to research or to other literature are not required but are recommended.

- "Social workers challenge social injustice."
- "Social workers respect the inherent dignity and worth of the person."

5. Case Reflection

Please read carefully the three case vignettes below and on the reverse side. Select one and address this question: What issues or concerns do you identify in this case?

**Case #1
Rita Southwell**

You are a social worker in a church counseling center in a residential neighborhood. One morning you are contacted by Rita Southwell, an Anglo woman, wife of a medical resident who is pursuing a specialty in your city's medical school. Rita lives across the street from the church and was attracted by the center's sign.

Rita is 23 years old, home schooled and married to Roger for two years. She tells you that she comes from a Christian religious community that intentionally separated from the materialism of American society and created a community that expressed traditional Biblical beliefs. Her marriage was brokered by her family and her husband's, and she did not meet him until a few days before the wedding.

Roger wanted a bride that would uphold the values of their community. Simplicity governs their life together and he expects Rita to dress modestly, cover her head in public, and conform herself to his decisions. She is expected to remain in their home and their only joint friends are another couple from the same religious community. At the same time, he socializes with his friends, often staying out late with other residents and medical students.

Rita confides in you that she wants to wear stylish clothes, try the makeup she sees in women's magazines, and go out by herself to shop at the supermarket or shopping malls. She would like to taste a hamburger from McDonald's. Above all, she would like the freedom to make friends outside of the religious community.

She has just discovered she is pregnant and is afraid that after the birth of her child, she will never get out of the house. She fears that she and her husband will end up living in different worlds. She feels it is "now or never." If she does not begin to achieve some of these goals in the next six months, she will be a traditional, housebound wife for the rest of her life.

Case #2
Establishing a Cancer Treatment Unit

You are the director of social work in a large urban community hospital located in a low-income area serving people from various economic levels. You have been assigned to staff the planning committee charged with creating a plan for the future of the hospital. You grew up in the community and have family and long-standing friends who reside there. You also have relationships with many community human service administrators and staff members.

As the planning process proceeds, it becomes clear that most committee members favor the creation of a specialized cancer treatment unit, which will gain status recognition for the hospital and also attract patients from throughout the state. But such a recommendation will make it impossible to recommend improvements for emergency and ambulatory care that are desperately needed by the neighborhood. A recommendation for a cancer treatment unit will change the nature of the available health care, who will get the jobs, use of community space, kinds of housing which will be available, and so forth.

It becomes clear to you that the local community will gain very little and lose much if a cancer treatment unit is installed. You are torn between loyalties to the hospital, to the community in general, to the social and human service agencies in the community, and to the community's population, including your friends and relatives who need a different type of service.

Loewenberg, F. M., Dolgoff, R., and Harrington, D. (2000). *Ethical Decisions for Social Work Practice*, 235-236. Itasca, IL: F.E. Peacock. Used by permission.

Case #3
Conflict with Family Traditions

Fatima is the eldest daughter of a close family that upholds the conservative cultural and religious traditions of her community. She is the first woman in her family to have the opportunity to study at the university. Throughout her university experience, Fatima has realized that her family traditions are in conflict with the progressive and liberal lifestyle of her fellow students and professors. Her experience at the university has exposed her to new ideas that have created inner conflict. She has to make choices concerning her attire, social activities, and relationships with male friends. Fatima has difficulty integrating the new educational concepts she is learning with the traditional gender roles and expectations of her family. Her dream for the future is to become a teacher and live in the capital city.

On a recent visit to her family in the small town where she was raised, Fatima's father informed her that they had chosen a man for her to marry upon her graduation from the university. The expectation is that she will move in with the husband's family and take on the traditional roles of carrying for the home, the ailing mother-in-law and future children they may have. The man they have chosen for Fatima to marry is ten years older than Fatima, a business man in the community, and is a religious leader. He will be able to provide well for Fatima and contribute to her family's social and financial status. It is doubtful that he will allow Fatima to become a teacher and use the skills she has developed in her studies. Upon learning this information, Fatima has an emotional outburst and for the first time, disclosed to her family her dreams of pursuing her career and choosing her spouse. The visit ended with all family members distraught and not knowing how to resolve this major conflict.

Fatima has come to you as a social worker in a local community. She believes her family will respect your background, advice, and religious perspective. She also feels you are trustworthy and relatable confidant. She is at the point of making major life decisions and is requesting your input as well as your involvement in working through these problems with her family. You are aware of how important family life is to this culture. You are also aware of how Fatima is changing through her university experience.