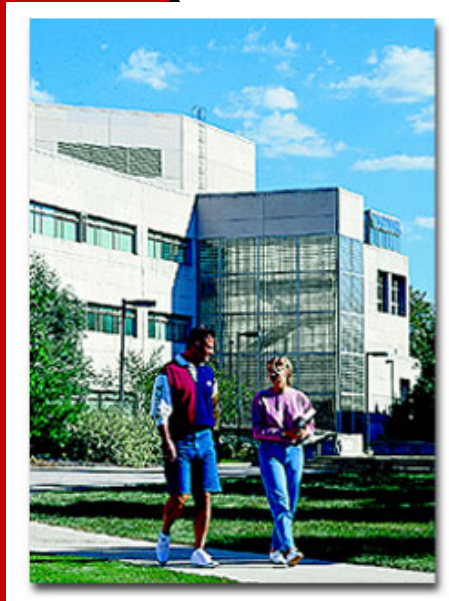




INDIANA UNIVERSITY NORTHWEST

**IU
NORTHWEST
MSW
PROGRAM**





MSW

Information

Forums

THE DIVISION OF SOCIAL WORK

AT INDIANA UNIVERSITY NORTHWEST

**will be hosting informal question and answer sessions
for prospective MSW students.**

Come learn about:

- The profession of Social Work
- Licensure for Social Workers
- MSW curriculum
- MSW admission requirements

September 18, 2008	6:30-7:30 p.m.
October 23, 2008	6:30-7:30 p.m.
November 20, 2008	6:30-7:30 p.m.
January 22, 2009	6:30-7:30 p.m.

All will be held in Savannah Center 203/204
Indiana University Northwest
3400 Broadway
Gary, Indiana 46408
www.iun.edu/~socialwork

Please RSVP to 980-7111 or nlott@iun.edu

Light refreshments will be served.

We look forward to meeting you!

PART-TIME EVENING MSW PROGRAM IU NORTHWEST (GARY)

When considering attending graduate school on a part-time basis, an applicant needs to consider a number of crucial issues. The following is important information for you to consider if you are interested in attending the part-time evening program at IUN.

The 3-Year Part Time Program on the IUN campus is available to students seeking the Mental Health/Addictions, School Social Work, Health or Leadership concentrations for their course work. Students begin this program in July by enrolling in their first course during the second Summer Session. Classroom courses are offered on weekday evenings, typically 7:00 pm – 9:45 pm.

During the first academic year, 3-Year Part Time students will:

- Take one course in Summer Two 2009.
- Take two courses in Fall 2009.
- Take two courses in Spring 2010.

TITLE IV-E PROGRAM

Any current DCS employee interested in attending the MSW program on the IUN campus can do so via the part-time evening or the advanced standing options. After carefully reading all information pertaining to IUN – please make sure that you read and follow all instructions in the IV-E section.

ADVANCED STANDING OPTION

Students with a strong academic record, who have earned a Bachelor of Social Work (BSW) degree since 2006 from a program accredited by the Council on Social Work Education, may apply for the Advanced Standing Program at the IUN campus. The advanced standing student must provide additional information in their application. (See Advanced Standing section in this document for checklist and 4th reference form.) The student must provide a copy of their field evaluation(s) and an additional reference from a faculty member of your BSW program that can speak to your readiness for an accelerated MSW program. Students who are accepted into this program can complete their requirements in two years plus an additional summer session. Most classes meet once a week in the evenings (Monday through Thursday). Summer classes meet twice a week. There are occasional opportunities for Saturday classes.

During the first academic year, Advanced Standing students will:

- Take one course in Summer One 2009.
- Take one course in Summer Two 2009.
- Take two courses in Fall 2009.
- Take one course and a field practicum in Spring 2010.

Information regarding the remaining class schedule will be provided.

Financial Aid

Information regarding financial aid in the form of student loans is the same for all campuses. However, there is some internal dollars available from the IUN Division of Social Work. If you are interested in that opportunity, please be sure to include the IUN financial aid application in your admission packet. That form is located in this section.

Current Tuition and Fees (Subject to Fall 2009 increase)

TUITION		ACTIVITY FEE	TECHNOLOGY FEE		PARKING FEE
In-state	\$245.65	\$5.05/cr. Hr. (\$60.60 max)	1-3 cr.hr.	\$44.00	\$2.30/cr. hr.
Out-of state	\$584.60		4-6 cr.hr	\$90.00	
			7-9 cr.hr.	\$140.00	
			10+ cr.hr.	\$160.00	

IUN INFORMATION

- ✚ Specific dates, times, and location for the Northwest mandatory New Student Orientation will be provided in the admission notification letters.
- ✚ Please see the end of this document for more information on the dates and times scheduled for information forums at IUN.
- ✚ To assure that we have received your application, we strongly recommend that you send your materials via certified mail. This will serve as your official verification of receipt. Please do not call the office for verification of its receipt since this only delays the processing of your file. Application must be post marked no later then the due date.
- ✚ On the IUN campus, the \$25.00 application fee is assessed with the online university graduate school application. Therefore, there will not be an additional fee charged when submitting the MSW application.
- ✚ Applicants who applied to the Indiana University School of Social Work at Northwest in the past will need to submit an entirely new application. We do not keep files for students who apply and are not admitted or who do not enroll. *Additionally, you must submit a new university graduate school application each year that you apply and are required to pay the application fee again.*
- ✚ If you need to take pre-requisite courses please consult the IUN Schedule of Classes if you wish to enroll in courses through IUN. If you are not currently an IUN student, you will need to contact the IUN Admissions Office to get enrolled as a "Non-Degree Seeking Student" for pre-requisites only. Their address is IUN Admissions, 3400 Broadway, Hawthorn Hall #100, Gary, IN 46408. Or call (219) 980-6822.

- ✚ Written notice of the Admissions Committee decisions for each program will *tentatively* be mailed by March 31, 2009 to applicants submitting their materials by the priority deadline of February 3, 2009. Notification will be sent to those applicants whose materials arrived after the priority deadline if/when space becomes available and when the review is complete.
- ✚ If you have any questions regarding the enclosed application or the process itself, do not hesitate to contact the MSW Student Services Staff at: (219) 980-7111
E-mail: nlott@iun.edu.
- ✚ As a part-time evening graduate student, one must be prepared for a very rigorous program of study which includes classroom, preparation, research, reading and practicum time. Most students find that working full time and attending part-time evening is difficult, but can be done. The semesters when one is taking classes, attending practicum and working are the most difficult. It is imperative that a person considering the part-time evening program begin the planning process with all significant persons in order that the transition to graduate student be a smooth one.

If after reading the description of the school, curriculum and options, you feel you are interested in applying to the part-time evening program you will need to do the following:

1. Apply to the University through an on-line graduate school application process. IU Northwest applicants will need to contact mswadmit@iun.edu for instructions on applying to that campus.
2. Fill out the 2009 APPLICATION FORMS FOR ALL CAMPUSES.
3. Once you submit your application to the IU School of Social Work, it becomes the property of the school and its content or copies of its content will not be released under any circumstances. This includes reference letters, even when you sign the waiver. The waiver only allows admitted students to read these letters. Therefore, we encourage you to make copies of your materials, when possible, prior to mailing your application to keep for your records and request additional copies of the reference letters if you wish to use them in future situations.

4. Attach the Part-time Evening Checklist Sheet OR the Advanced Standing Checklist Sheet, located in the advanced standing section, to your application and return it to the School of Social Work no later than February 3, 2009 for a decision by March 31, 2009. Admissions will be limited to space availability if received after the February 3rd date.
5. Mail completed package to:

IU NORTHWEST	
IUN Division of Social Work ATTN: MSW Admissions Office 3400 Broadway, Dunes Medical/Professional Building #3186 Gary, IN 46408-1197	

PART TIME EVENING MSW APPLICATION IUN CHECKLIST

Check if completed	Application Items
	On-line university graduate school application <i>(Required of every student, including those who have previously/currently attended any IU campus.)</i> Please note date submitted:
	Paper Application forms:
	Applicant demographic form
	Resume
	Pre-requisite documentation
	Self disclosure statement
	Personal narrative
	Writing sample
	GPA Petition (if required)
	Financial Aid Form
	Official Transcripts: List names of Universities attended beginning with most recent: 1) 2) 3) 4) 5) 6)
	Letters of recommendation (3) List names of references: 1) 2) 3)

My signature signifies that I have read and understand the commitment to the part-time evening MSW program at IUN. This also verifies that all of the information submitted has been completed solely by myself and all written documents were created for this application process.

Signature

Date

Indiana University Northwest
Division of Social Work
3400 Broadway, DM/PB 3186
Gary, IN 46408-1197
219-980-7111

SWK Financial Aid Application MSW Program – IUN Campus

The Division of Social Work awards financial aid under our administrative control and recommends the award of financial aid administered by external sources which cooperate with the school. The financial aid available through the Division of Social Work is in the form of a tuition grant. Multiple awards are granted each academic year. Awards or recommendations are based on:

- 1.) Certified Economic Need (as determined by the FAFSA)
- 2.) Student Status During Period of Award
- 3.) Other Award-Specific Criteria

For consideration of these awards, pay close attention to the following steps:

Step 1: Obtain a copy of the FAFSA (Free Application for Federal Student Aid), which is available at the IUN Office of Financial Aid, 980-6777 or Hawthorn 111. Or you can visit the web address: <http://www.fafsa.ed.gov>. Complete the paperwork by the priority deadline of March 1st and be sure that you release this information to the Indiana University Office of Financial Aid. The IUN School code is **001815**.

Step 2: Contact the IUN Office of Financial Aid to apply for any federal loans or work study opportunities. It is your responsibility to verify the status of your financial aid application, before assuming the aid has been awarded.

Step 3: Complete and return the enclosed application to the Division of Social Work at IUN, 3400 Broadway, DM/PB 3186, Gary, IN 46408.

Please Note: The University Financial Aid Office administers The Federal Financial Aid Programs, such as the various student loan programs and work-study. Please bear in mind that this office is completely distinct from the Division of Social Work. Communication with that office should be directed to: Office of Financial Aid and Scholarships, Hawthorn Hall, Room 111, 3400 Broadway, Gary, IN 46408-1197, (219) 980-6777.

Prospective students should apply to BOTH the University and the Division of Social Work for financial aid consideration.

**SWK Tuition Grant Application - MSW Program
APPLICATION FORM (IUN campus only)**

Complete and return this form to the Division of Social Work, DM/PB 3186

Deadline for submission is June 1st

List date you entered or will enter the MSW Program: _____

Social Security No.: _____ **Indiana Resident** **Non Resident**

NAME IN FULL:

_____ Last First Middle

ADDRESS:

_____ City State Zip Code

**TELEPHONE
NUMBER:**

_____ Daytime Evening

HOME COUNTY:

**EMPLOYER
NAME:**

**EMPLOYER
ADDRESS:**

How many hours per week do you currently work? _____

Are you planning to work during the upcoming academic year? _____

Anticipated work hours per week for upcoming academic year: _____

DEPENDENTS:

Name/ Relationship to You:	Age:	Name/ Relationship to You:	Age:
Total Number of Dependents:			

Have you already arranged or are you in the process of making application for a stipend or a scholarship with any agency or organization? Yes No

If so, please identify the award, describe the actual or possible amount, the agency or organization involved and terms of commitment, if any. (If still tentative, please indicate.)

Do other factors exist that may affect your financial need that you wish taken into consideration?

FINANCIAL INFORMATION	
TOTAL FAMILY CONTRIBUTION	
(The Office of Financial Aid will provide these figures, as noted on your FAFSA)	
ESTIMATED EXPENSES (for 12 month period beginning September 1st)	
Household, Rent, Maintenance, Food	
Taxes/Insurance	
Uninsured Medical and Dental	
Transportation	
Child Care	
Clothing, Personal	
Tuition (\$22.60 per credit hour)	
Books (estimate \$35.00 per credit hour)	
Other	
TOTAL EXPENSES	

Anticipated amount of aid required for this upcoming academic year:	
“I certify that the information herein is true to the best of my knowledge.”	
(Signature)	(Date)

*The tuition grants are awarded based on certified economic need and active enrollment status.
Multiple grants are awarded each academic year by the Division of Social Work.*

For office use only: DNQ ___ Awarded ___ Amount _____ Date _____ Approved by: _____ Recorded Date _____ Sent to FAO date _____

ATTENTION ALL APPLICANTS:

The following pages contain the required forms for admission for all applicants, with the exception of the specific checklist page for your cohort. (The checklist page will be found in the campus/cohort-specific section in this document.) Without this page, or any other portion of the following pages, the application is considered incomplete and **will not be processed or considered for admission.** Advanced standing students must also submit a 4th reference letter and a specific checklist which can be found in the ADVANCED STANDING section of this document.

It is important that each prospective student understand that the first step in applying to graduate school is to demonstrate the ability to carefully read and follow all directions. This is a self-managed application. The applicant gathers all documents and sends them in one package to the school. Keep the following in mind:

- Do not use binders or any other special packaging.
- Do not send the application to the school until it is complete.
 - Send the application **via certified mail “return receipt”** so that you know the school has received the application. Due to the volume of applications received please do not call to confirm that your application has arrived; utilize the receipt returned verification process through the US Postal Service. Make sure the application is post-marked no later than the due date.



INDIANA UNIVERSITY SCHOOL OF SOCIAL WORK
2009-2010 Master of Social Work Application Packet
Applicant Demographic Information

(Last name, First, Middle)	STUDENT ID NUMBER or LAST 4 DIGITS OF SOCIAL SECURITY NUMBER.
Are there application materials, like transcripts, that you are providing that are under a different name? YES NO If yes, please list other names by which you have been known:	
CURRENT ADDRESS Street	PERMANENT ADDRESS Street
City State Zip	City State Zip
DAYTIME PHONE NUMBER (Area Code) Number	EVENING PHONE NUMBER (Area Code) Number
DEGREE/DATE RECEIVED/UNIVERSITY:	
E-MAIL ADDRESS:	
DATE OF BIRTH	GENDER (circle one) Female Male
ETHNICITY (check one)	CITIZENSHIP STATUS (check one)
<input type="checkbox"/> African American	<input type="checkbox"/> US Citizen
<input type="checkbox"/> American Indian	<input type="checkbox"/> Immigrant, Permanent Resident
<input type="checkbox"/> Asian American or Pacific Islander	<input type="checkbox"/> J Visa
<input type="checkbox"/> Caucasian (White)	<input type="checkbox"/> F Visa
<input type="checkbox"/> Chicano/Mexican American	<input type="checkbox"/> Other
<input type="checkbox"/> Puerto Rican	
<input type="checkbox"/> Non-US Citizen (in US on student visa)	
<input type="checkbox"/> Other	

PLEASE ATTACH A PROFESSIONAL RESUME THAT INCLUDES THE FOLLOWING:

1. **EDUCATIONAL EXPERIENCE:** List ALL colleges/universities attended starting with your most recent study. *YOU SHOULD IMMEDIATELY REQUEST THAT OFFICIAL TRANSCRIPTS FROM ALL COLLEGES/UNIVERSITIES ATTENDED BE SENT DIRECTLY TO YOU* to be included in your completed application packet. **Applicants from Indiana University must also submit all official transcripts, including Indiana University transcripts.**
2. **PROFESSIONAL AND OTHER WORK EXPERIENCE**
List all paid employment in chronological order starting with the most recent. Please be specific in describing the position held. List all positions held, including part time and full time. Please account for all your time for at least the past ten years.
3. **PRACTICA/INTERNSHIPS**
List all practica or internships and briefly describe dates, roles and activities.
4. **RELEVANT VOLUNTEER EXPERIENCE**
Please list each organization, dates volunteered and briefly describe role/activities.

Prerequisite Documentation

Please check below all prerequisites you have completed and record on the corresponding line each course name and course number. If the course has not yet been completed, mark with a "P" for pending in the box requesting date completed. Then note, in the box, your plan to complete it prior to enrollment to the MSW program. It is very important that every applicant (including Indiana University students and/or graduates) understands that he/she must document that they have completed, or will complete, the required prerequisite courses listed in this application. (If the pre-requisite is not necessary for your current undergraduate degree requirements, then it can be taken pass/fail.)

IUSSW has created a document that will simplify the process of verifying completion of the prerequisite work in statistics. All courses in the above stated area that have been previously approved by the School can be found on this CD in a document titled "Current Approved Pre-Requisite Course Roster". Each course is listed by State, institution name, course number and title. If found, please indicate below in the appropriate slot. **The course title, number, and institution must match exactly.** Do not assume that all course titles are interchangeable and therefore, acceptable. **IF YOUR COURSE IS NOT ON THE LIST THEN YOU MUST PROVIDE APPROPRIATE DOCUMENTATION.** Appropriate documentation is a syllabus or a course description Xeroxed from a bulletin. An application will be considered incomplete (and therefore not eligible for review) if the appropriate documentation is not attached to this form as requested. Please list the courses below EXACTLY as they appear on your transcript.

Please remember that all prerequisites must be completed before the start of the MSW program.

	Course Title	Course Number	Is course listed on Approved Roster?		Is documentation attached if course is not listed?		If not completed, date planned for completion
			Yes	No	Yes	No	
Statistics course taken:							
Social-Behavioral Sciences	Course Title	Course number					If not completed, date planned for completion
1							
2							
3							
4							
5							
6							
(We accept undergraduate and graduate level courses in any combination from Psychology, Sociology, Anthropology, Economics, Political Science, Criminal Justice and Social Work.) Statistics will count toward the 6 if it was taken in social science areas. List the courses exactly as they are shown on the transcript.							

If you need to enroll in IUPUI in order to complete these pre-requisites, please call the Office of Undergraduate Admissions at 317-274-4591, or get instructions online by visiting http://enroll.iupui.edu/visiting_3.shtml. You may apply through that office to take undergraduate level courses only.



INDIANA UNIVERSITY
SCHOOL OF SOCIAL WORK

SELF-DISCLOSURE STATEMENT FOR ALL APPLICANTS

This form must be completed and submitted by EVERY applicant.

Yes	No	1. Are you, or have you even been the subject of any disciplinary proceedings while attending any college, university, or other post-high school educational program?
Yes	No	2. Have you ever been arrested for or convicted of any violation of law, or are there <u>any</u> charges pending against you? (Include all criminal offenses, i.e., felonies and misdemeanors.)
Yes	No	3. Are you or have you ever been the subject of any disciplinary proceedings by any professional organization?
Yes	No	If yes to question #2, do you wish to appeal to the School of Social Work’s Policy on Sex Offenses? For a copy of the policy, please see Policies Applicable to IUSSW students in this document.

If you have answered “Yes” to any of the questions, you must attach a statement of explanation giving full details, including the facts and the disposition of the case. Please be advised that answering “Yes” to any of the above questions does not automatically disqualify your application.

Additionally, please note that in order to obtain a license to practice social work in Indiana one must : a) Furnish satisfactory evidence to the Indiana Professional Licensing Agency that the individual does not have a conviction for a crime that has a direct bearing on the individual's ability to practice competently and/or b) Furnish satisfactory evidence to the agency that the individual has not been the subject of a disciplinary action by a licensing or certification agency of another state or jurisdiction on the grounds that the individual was not able to practice as a social worker or clinical social worker without endangering the public.

Signature _____ Date _____
Rev. 8/08



**INDIANA UNIVERSITY
SCHOOL OF SOCIAL WORK**

PERSONAL NARRATIVE STATEMENT

One of the most important aspects of your application is your ability to communicate, in writing, that you meet all of the requirements of the IUSSW. This is to be accomplished through a personal narrative and a writing sample. **It is of utmost importance that all materials are written exclusively by the applicant. Any indication that someone else has substantially helped with or written this statement is grounds for rejection of the applicant or dismissal from the MSW Program.**

Personal Narrative

The personal narrative is typically **6-8 double-spaced, typewritten pages using 12-point font (not including the questions)**. Your responses will aid the Admissions Committee in assessing the applicant's qualifications for professional social work practice. Among these qualifications are: ability to think analytically and conceptually; clarity in self-expression; responsiveness and sensitivity to diversity; commitment to improving social conditions; and the ability to function creatively, responsibly and independently. Please type out each question and follow with your response.

- 1) How do you account for your interest in social work? How do you see the experience you have had in paid or volunteer work as relating to your choice of social work as a profession?
- 2) What is your perception or understanding of social work as a profession? How do you see social workers intervening with individuals, families, groups, organizations, communities, and political entities? How do you believe the mission of social work is different from other disciplines such as psychology and psychiatry?
- 3) The concept of *cultural pluralism* emphasizes respect for diversity of values, heritages, customs, and lifestyles.
 - a) What experiences have you had which make you feel that you can work effectively with people from diverse populations reflecting ethnic, age, disability, socio-economic, gender and sexual orientation differences?
 - b) What difficulties, if any, do you feel that you might have in working with any of the populations listed above?
- 4) Describe an ethical dilemma you have experienced. What alternative actions did you consider and why? **DO NOT** reveal names of individuals or organizations.
- 5) Recount one significant experience in which you have been involved in giving either formal or informal helping services. In addition, recount one significant experience in which you were involved in receiving either formal or informal helping services.

- 6) Social work is committed to social justice. What do you understand social justice to mean? How do you think you can help advance it? What experiences or factors shaped your interest in advancing social justice?
- 7) Discuss why you think you are ready to attend graduate school at this time in your life/career. Please include:
 - a) Educational preparation
 - b) Emotional preparation
 - c) Please discuss your preliminary plan to make adjustments in your life and schedule to participate in the MSW program, taking into account coursework, preparation, and ability to excel in 2 separate field practica of approximately 20-24 hours per week for 3 semesters (keep in mind that it is rare for a practicum site to offer night/evening hours). Beyond scheduling, how do you intend to manage/balance your time demands? As previously stated, practica are held during the day – how will you accomplish this?



**INDIANA UNIVERSITY
SCHOOL OF SOCIAL WORK**

WRITING SAMPLE

Writing Sample

Provide an original, formal writing sample, no more than 3 pages in length excluding the references, in which you describe a major social problem of great concern or interest to you. Recommend a course of action for social change. Discuss the potential benefits, drawbacks, and unanticipated consequences of your plan. Provide citations and include a bibliography. Please use a 12-point font, and double space between lines. This should not be a paper written previously for a classroom assignment.



**INDIANA UNIVERSITY
SCHOOL OF SOCIAL WORK**

**PETITION FOR
EXCEPTIONAL CONSIDERATION**

An applicant who believes that her or his individual circumstances warrant exceptional consideration for a waiver of the minimum admissions requirement of an undergraduate 3.0 GPA must petition the MSW Admissions Committee.

The waiver should be submitted by the applicant in the form of a statement entitled "Petition for Exceptional Consideration", and be stapled to this cover letter, which should be signed and dated at the bottom. The petition should include a statement indicating how the minimum admission requirement of a 3.0 GPA does not provide the applicant a fair and adequate opportunity to present himself or herself in a favorable light. The applicant should briefly discuss how (s)he has indeed demonstrated an ability to successfully excel at the graduate level. For example, an applicant might provide evidence of superior grades during the final several semesters of work prior to graduation, indicating a trend toward improved performance. Or, subsequent to receipt of the undergraduate degree, an applicant might demonstrate academic competence through achievement in another graduate program.

The applicant should also discuss how, if granted admission to the MSW program, she or he plans to address potential obstacles to successfully complete the program. For example, if a low grade point average was viewed as the result of a "need to work full time during my undergraduate studies", the applicant should discuss why that is not likely to be a factor during his or her MSW study.

Finally, the applicant should attest to the accuracy of all information provided in the petition, date and sign this document. The petition must be submitted with the application packet.

Signature

Date



Indiana University
School of Social Work
MASTER OF SOCIAL WORK (MSW)
Request for Reference - #1

Dear Referee,

(Print name of individual who will be completing this recommendation form)

You have been selected to provide a recommendation for _____
(Print your name as the applicant)

Your candid assessment of the applicant will greatly assist the Admissions Committee in determining whether the candidate should be admitted for graduate study. Please complete this form and answer the questions on the back of this page on a separate sheet of paper. When finished, please seal this reference form in the envelope provided by the student and sign across the sealed flap. Then **RETURN IT TO THE APPLICANT.**

[Applicants, please be sure to provide a stamped, self-addressed business size envelope with this form to the Referee.]

DO NOT SEND THIS FORM DIRECTLY TO THE SCHOOL!

Application to the Indiana University School of Social Work program is a self-managed process. Therefore, the **applicant is responsible** for the collection and submission of all reference letters. This insures that the applicant knows the application is complete when submitted. Please complete this form, staple the attachments to the form, seal in the envelope provided to you by the student, and sign your name across the sealed flap. Then return it as soon as possible **to the applicant**. The applicant will then submit the sealed envelope to the IU School of Social Work with their other application materials. Unsealed references may deem the applicant ineligible for review. The priority deadline for students to submit applications to the IU School of Social Work for the MSW program is **February 3, 2009** (Advanced standing January 16th, 2009). Please be sure to complete and return this form to the applicant within a reasonable time for them to meet the appropriate deadline.

NOTICE OF WAIVER – COMPLETION REQUIRED

I am aware of my rights under the Family Educational Rights and Privacy Act of 1974 to have access to letters of recommendation written on my behalf. I also understand that by submitting this letter of recommendation with my application packet, it becomes the property of the IU School of Social Work and therefore, my right of access is limited to viewing the document *only* at the school and I will not be allowed to obtain a copy of the letter from the school. I also understand that my ability to view these documents is contingent upon my being admitted and enrolling into the MSW program at the IU School of Social Work.

_____ It is my desire that this letter be written in confidence and I waive my right of access to read this letter.

_____ I wish to retain my right to read this document once I have been admitted to the program and enroll.

Date _____ Signature _____

You must check one of the above options, sign and date this waiver if this letter is to be included in your file. Failure to comply will automatically forfeit the right of the applicant to read this letter.

SUMMARY EVALUATION:

How long and in what capacities have you know the applicant? _____

We would appreciate a candid discussion concerning the applicant’s capabilities and limitations in relation to potential academic performance and suitability for the profession of social work. Some of the characteristics that social workers must posses are:

- An absolute commitment to work on behalf of oppressed populations
- Intellectual ability
- Ability to work with others
- Emotional stability
- Sense of responsibility
- Advanced oral and written communication skills
- Creativity and motivation
- Leadership skills
- Ability to think critically

With the above in mind, please attach a letter addressing the following questions:

1. What strengths/weaknesses does the applicant possess that would impact their progress in the MSW Program?
2. How would you compare/describe this applicant’s personal/philosophical values/ethics and the congruence with the values/ethics of social work?
3. How have you witnessed the applicant’s commitment to social justice?
4. How do you rank the applicant’s ability to excel academically?

RECOMMENDATION:

Please indicate the strength of your overall recommendation by checking one category below:

- Yes, I highly recommend for admission**
- Yes, I recommend**
- Yes, I recommend with reservation**
- No, I do not recommend for admission**

Signature _____ **Date** _____

(Please print)

Name _____

Degree _____

Are you an IUSSW Alumni? **Yes** **No**

Title/Position _____

Agency/Organization _____

Address _____

Please accept our appreciation of your time and effort in helping us determine this applicant’s suitability for graduate social work education.



Indiana University
School of Social Work
MASTER OF SOCIAL WORK (MSW)
Request for Reference - #2

Dear Referee,

(Print name of individual who will be completing this recommendation form)

You have been selected to provide a recommendation for _____
(Print your name as the applicant)

Your candid assessment of the applicant will greatly assist the Admissions Committee in determining whether the candidate should be admitted for graduate study. Please complete this form and answer the questions on the back of this page on a separate sheet of paper. When finished, please seal this reference form in the envelope provided by the student and sign across the sealed flap. Then **RETURN IT TO THE APPLICANT.**

[Applicants, please be sure to provide a stamped, self-addressed business size envelope with this form to the Referee.]

DO NOT SEND THIS FORM DIRECTLY TO THE SCHOOL!

Application to the Indiana University School of Social Work program is a self-managed process. Therefore, the **applicant is responsible** for the collection and submission of all reference letters. This insures that the applicant knows the application is complete when submitted. Please complete this form, staple the attachments to the form, seal in the envelope provided to you by the student, and sign your name across the sealed flap. Then return it as soon as possible **to the applicant**. The applicant will then submit the sealed envelope to the IU School of Social Work with their other application materials. Unsealed references may deem the applicant ineligible for review. The priority deadline for students to submit applications to the IU School of Social Work for the MSW program is **February 3, 2009** (Advanced standing January 16th, 2009). Please be sure to complete and return this form to the applicant within a reasonable time for them to meet the appropriate deadline.

NOTICE OF WAIVER – COMPLETION REQUIRED

I am aware of my rights under the Family Educational Rights and Privacy Act of 1974 to have access to letters of recommendation written on my behalf. I also understand that by submitting this letter of recommendation with my application packet, it becomes the property of the IU School of Social Work and therefore, my right of access is limited to viewing the document *only* at the school and I will not be allowed to obtain a copy of the letter from the school. I also understand that my ability to view these documents is contingent upon my being admitted and enrolling into the MSW program at the IU School of Social Work.

_____ It is my desire that this letter be written in confidence and I waive my right of access to read this letter.

_____ I wish to retain my right to read this document once I have been admitted to the program and enroll.

Date _____ Signature _____

You must check one of the above options, sign and date this waiver if this letter is to be included in your file. Failure to comply will automatically forfeit the right of the applicant to read this letter.

SUMMARY EVALUATION:

How long and in what capacities have you know the applicant? _____

We would appreciate a candid discussion concerning the applicant’s capabilities and limitations in relation to potential academic performance and suitability for the profession of social work. Some of the characteristics that social workers must posses are:

- An absolute commitment to work on behalf of oppressed populations
- Intellectual ability
- Ability to work with others
- Emotional stability
- Sense of responsibility
- Advanced oral and written communication skills
- Creativity and motivation
- Leadership skills
- Ability to think critically

With the above in mind, please attach a letter addressing the following questions:

1. What strengths/weaknesses does the applicant possess that would impact their progress in the MSW Program?
2. How would you compare/describe this applicant’s personal/philosophical values/ethics and the congruence with the values/ethics of social work?
3. How have you witnessed the applicant’s commitment to social justice?
4. How do you rank the applicant’s ability to excel academically?

RECOMMENDATION:

Please indicate the strength of your overall recommendation by checking one category below:

- Yes, I highly recommend for admission**
- Yes, I recommend**
- Yes, I recommend with reservation**
- No, I do not recommend for admission**

Signature _____ **Date** _____

(Please print)

Name _____

Degree _____

Are you an IUSSW Alumni? **Yes** **No**

Title/Position _____

Agency/Organization _____

Address _____

Please accept our appreciation of your time and effort in helping us determine this applicant’s suitability for graduate social work education.



Indiana University
School of Social Work
MASTER OF SOCIAL WORK (MSW)
Request for Reference - #3

Dear Referee,

(Print name of individual who will be completing this recommendation form)

You have been selected to provide a recommendation for _____
(Print your name as the applicant)

Your candid assessment of the applicant will greatly assist the Admissions Committee in determining whether the candidate should be admitted for graduate study. Please complete this form and answer the questions on the back of this page on a separate sheet of paper. When finished, please seal this reference form in the envelope provided by the student and sign across the sealed flap. Then **RETURN IT TO THE APPLICANT.**

[Applicants, please be sure to provide a stamped, self-addressed business size envelope with this form to the Referee.]

DO NOT SEND THIS FORM DIRECTLY TO THE SCHOOL!

Application to the Indiana University School of Social Work program is a self-managed process. Therefore, the **applicant is responsible** for the collection and submission of all reference letters. This insures that the applicant knows the application is complete when submitted. Please complete this form, staple the attachments to the form, seal in the envelope provided to you by the student, and sign your name across the sealed flap. Then return it as soon as possible **to the applicant**. The applicant will then submit the sealed envelope to the IU School of Social Work with their other application materials. Unsealed references may deem the applicant ineligible for review. The priority deadline for students to submit applications to the IU School of Social Work for the MSW program is **February 3, 2009** (Advanced standing January 16th, 2009). Please be sure to complete and return this form to the applicant within a reasonable time for them to meet the appropriate deadline.

NOTICE OF WAIVER – COMPLETION REQUIRED

I am aware of my rights under the Family Educational Rights and Privacy Act of 1974 to have access to letters of recommendation written on my behalf. I also understand that by submitting this letter of recommendation with my application packet, it becomes the property of the IU School of Social Work and therefore, my right of access is limited to viewing the document *only* at the school and I will not be allowed to obtain a copy of the letter from the school. I also understand that my ability to view these documents is contingent upon my being admitted and enrolling into the MSW program at the IU School of Social Work.

_____ It is my desire that this letter be written in confidence and I waive my right of access to read this letter.

_____ I wish to retain my right to read this document once I have been admitted to the program and enroll.

Date _____ Signature _____

You must check one of the above options, sign and date this waiver if this letter is to be included in your file. Failure to comply will automatically forfeit the right of the applicant to read this letter.

SUMMARY EVALUATION:

How long and in what capacities have you know the applicant?

We would appreciate a candid discussion concerning the applicant’s capabilities and limitations in relation to potential academic performance and suitability for the profession of social work. Some of the characteristics that social workers must posses are:

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- Intellectual ability
- Ability to work with others
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- Advanced oral and written communication skills
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RECOMMENDATION:

Please indicate the strength of your overall recommendation by checking one category below:

- Yes, I highly recommend for admission**
- Yes, I recommend**
- Yes, I recommend with reservation**
- No, I do not recommend for admission**

Signature _____ **Date** _____

(Please print)

Name _____

Degree _____

Are you an IUSSW Alumni? Yes No

Title/Position _____

Agency/Organization _____

Address

Please accept our appreciation of your time and effort in helping us determine this applicant's suitability for graduate social work education.

(Tentative, subject to change)

Summer Session	2008	2009
Classes Begin	(M) May 12	(M) May 18
Memorial Day (no classes)	(M) May 26	(M) May 25
Independence Day (no classes)	(F) July 4	(F) July 4
Classes End	(F) Aug. 15	(F) Aug. 21
First Semester (Fall)	2008	2009
Classes Begin	(S) Aug. 30	(M) Aug. 25
Labor Day (no classes)	(M) Sept. 1	(M) Sept. 1
Thanksgiving Recess Begins (after last class)	(W) Nov. 26	(W) Nov. 27-30
Classes Resume	(M) Dec. 1	(M) Dec. 1
Last Day of Classes	(F) Dec. 12	(F) Dec. 6
Finals Begin	(S) Dec. 13	(M) Dec. 8
Finals End	(F) Dec. 19	(S) Dec. 13
Second Semester (Spring)	2009	2010
Classes Begin	(S) Jan. 10	(M) Jan. 12
Martin Luther King Jr. Day (no classes)	(M) Jan. 19	(M) Jan. 19
Spring Recess Begins (after last class)	(M) Mar. 16	(M) Mar. 16
Classes Resume	(M) Mar. 23	(M) Mar. 23
Last Day of Classes	(F) May 1	(S) May 2
Finals Begin	(S) May 2	(M) May 4
Finals End	(F) May 8	(S) May 9

Day Code: M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, N=Sunday



INDIANA UNIVERSITY NORTHWEST



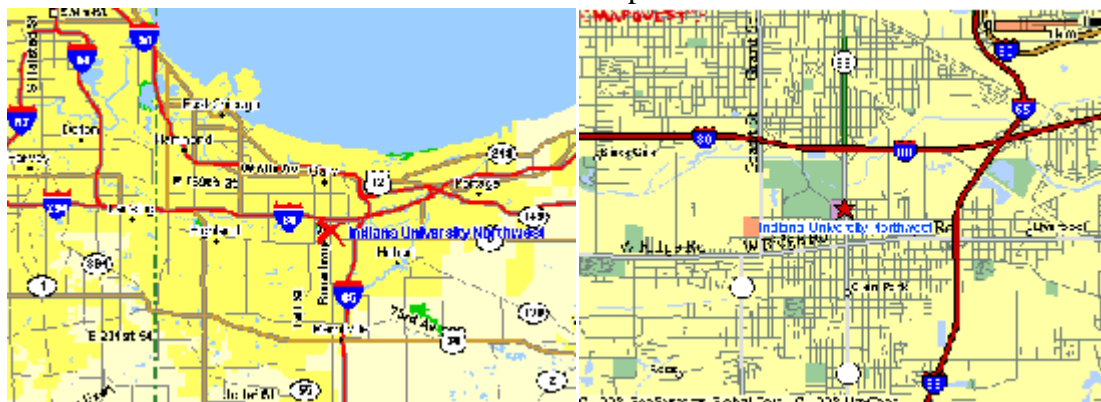
Building List

- | | | | |
|----|---|----|-----------------------------------|
| DE | Dental Education | CC | Child Care Center |
| HH | Hawthorn Hall | CP | Chiller Plant |
| LC | Library / Conference Center | MR | Mailroom |
| LH | Lindenwood Hall | PP | Physical Plant |
| MH | Marram Hall | | Public Safety |
| MP | Dunes Medical / Professional Building | | |
| MS | Moraine Student Center | | |
| RH | Raintree Hall | | |
| SC | Savannah Center | | |
| SH | Sycamore Hall | | |
| TH | Tamarack Hall | | |
- Off Campus Sites**
- | | |
|----|--|
| PC | Portage Commons |
| AL | Academic Learning Center |

Parking

- P Student, Staff and Faculty Permit [Parking Areas](#)

Location Maps



Location Map - Area

Location Map - Local

Webcam of [Med Prof Ed Building Progress](#)

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