

Dear Applicant:

All of us at the School of Social Work are pleased to know of your interest in applying for graduate professional Social Work education. **The mission of the University of Nebraska at Omaha School of Social Work is to educate students to become highly qualified social workers who serve people of all ages and influence the systems that affect them, to advance knowledge through teaching and research, and to engage with diverse communities to promote socially just societies.**

The Council on Social Work Education (CSWE) has continuously accredited the MSW Program since 1940. This program prepares graduates for advanced social work practice with diverse populations in both public and private social welfare settings. The MSW degree qualifies graduates for the Provisional License for Mental Health Practice (PLMHP) and, with post-MSW experience, makes them eligible to apply for the credentials: Certified Master Social Worker (CMSW), and/or Licensed Mental Health Practitioner (LMHP) in the State of Nebraska. The combination of CMSW and LMHP gives one the title of Licensed Clinical Social Worker (LCSW). The MSW degree is the primary degree recognized for certification, registration or licensure for independent social work practice in all states in the U.S., the District of Columbia, and the U.S. Virgin Islands.

The Masters of Social Work (MSW) program consists of two levels, the 27-credit hour Foundation and the 36-credit hour Advanced Standing. Students are admitted to the School of Social Work program only in the fall semester.

### **Foundation**

Students who have earned a bachelor's degree but have not completed an accredited undergraduate social work program are eligible for the Foundation Program. This consists of 27 credit hours of generic knowledge and skills common to all professional social workers. After completing the 27 credit hours in the Foundation Program students proceed into the Advanced Standing Program.

### **Advanced Standing**

Students who have earned a baccalaureate degree in Social Work from a CSWE accredited program, or those who have completed the graduate Foundation Program are eligible for the Advanced Standing Program. This program consists of 36 credit hours of specialization in either Clinical Social Work Practice (CSWP) or Integrated Social Work Practice (ISWP).

### **Dual Degree**

Students have the option to receive both a Masters in Social Work and a Masters in Public Administration (MPA) through either the Foundation or Advanced Standing programs. The Dual Degree Program consists of 54 credit hours for those who have a BSSW degree or 78 credit hours for students who have earned a bachelors degree in a field other than Social Work.

We encourage you to read the School of Social Work handbook available only on-line for detailed information prior to applying to the program. The handbook and application are available on our website @ [www.socialwork.unomaha.edu](http://www.socialwork.unomaha.edu).

As noted on the application, the Admissions Committee considers all of the following criteria for admission:

- Undergraduate grade point average (3.0 minimum)
- Three letters of reference
- A personal essay indicating potential for successful practice in the profession of Social Work
- A resume of your experiences
- GRE scores (only required for **Dual Degree** applicants)

Applying to the MSW program involves a separate application for graduate admission to the University of Nebraska at Omaha (UNO) as well as an application to the School of Social Work MSW program. You may apply for graduate admission to UNO online at:

<http://www.unomaha.edu/graduate>. Attached are all application materials and instructions on how to complete both applications. In addition, we also invite you to attend a MSW Information Session at the School of Social Work. You are not required to attend, nor does it affect your admissibility to the program, but is an opportunity to learn more about the MSW program and answer your questions. No reservations are needed. You are welcome to attend on any of the following dates and they are held in the Council Room of the Milo Bail Student Center (3<sup>rd</sup> floor):

Thursday	November 8, 2007	5:00 – 6:30 PM
Saturday	December 8, 2007	10:00 - 11:30 AM
Wednesday	January 16, 2008	11:30 - 1:00 PM
Wednesday	January 16, 2008	5:00 - 6:30 PM

The School of Social Work requires enrollment in at least two courses per semester (not including summer).

Thank you for your interest in applying for admission to our School. Upon receipt of your completed application you may expect to hear from me around April 1. Please feel free to contact me at 402-554-2860 or [pcarlson@mail.unomaha.edu](mailto:pcarlson@mail.unomaha.edu) if you have any questions.

Sincerely,

Patricia M. Carlson, LCSW  
Admissions Committee Chair

Enclosures

PMC:MLT08/07

## PART I. THE UNO GRADUATE APPLICATION

You will need:

- \_\_\_\_\_ UNO application for Graduate Studies which includes a \$45 application fee
- \_\_\_\_\_ Transcripts sent to UNO Office of Admissions  
Official transcript(s) from all undergraduate work showing all undergraduate courses taken and degrees conferred must be sent to the **Office of Admissions, Eppley Administration Building, # 103 Omaha, NE 68182-0005**
- \_\_\_\_\_ GRE Scores on the verbal, quantitative and written sections for **Dual Degree Students**

- A. Graduate Applications may be downloaded or completed online at: <http://www.ses.unomaha.edu/admissions/admapps.html>. It is suggested you send your application to the Office of Graduate Studies by February 1 in order to be processed prior to the School of Social Work deadline. Be sure to indicate if you want the Dual Degree program.

### Academic Indicators

The normal minimum admission standards are a cumulative grade point average (GPA) of 3.00 in the last 60 hours of the bachelor's degree for students applying to either the Foundation or Advanced Program. UNO requires a minimum GPA of 2.7 to be considered for graduate admission. The degree should reflect a liberal arts perspective (at least 12 semester hours in the social and behavioral sciences and the humanities). In addition, applicants must have taken undergraduate courses in Statistics and Research Methods, as well as a course (or evidence of having had content) in Human Biology. These prerequisites do not affect applicants' admissibility, but are required prior to beginning classes.

If your GPA is between a 2.7 and 3.0, you must take either the Miller Analogies Test (MAT) or the Graduate Record Examination (GRE) (combined Verbal, Quantitative and Analytical Writing). There is no minimum score required for admissions, however, scores are one factor considered in the ranking of applicants.

However, for **Dual Degree students** scores on the verbal, quantitative and written sections are **required** for admission consideration to the School of Public Administration. An admission decision *will not* be made without these scores. There is no minimum cut-off score. Information regarding the GRE or MAT may be obtained by calling the UNO Testing Center at 402-554-4800, or a testing center attached to any academic institution. For additional information on the GRE, visit <http://www.gre.org>. Have your official test scores sent to the UNO Graduate Studies Office.

## PART II. HOW TO COMPLETE THE SCHOOL OF SOCIAL WORK MSW APPLICATION

The DEADLINE FOR THE SCHOOL OF SOCIAL WORK APPLICATION MATERIALS IS **MARCH 1**.

If you have a GPA of 3.7 or above and want to be considered for a university fellowship or tuition waiver, your application must be received by the School of Social work prior to February 1.

Applications are scored by individual members of the Admissions Committee and reviewed by the entire committee in late March. All applicants will be notified of their status by mail by mid-April. Newly admitted students as well as those on our waiting list are required to attend an orientation and advising session on the first Monday of May. At this session, students will meet with their advisors and develop their class schedule for fall.

**PROCEDURE:** Applicants should submit only complete applications with all required supporting documents by the application deadline. You may contact the Admissions Secretary (554-2792) to confirm that all materials have been received.

**YOUR COMPLETED SCHOOL OF SOCIAL WORK APPLICATION PACKET** (items 1-4 below) must be mailed in **one package** to the **School of Social Work, 60th & Dodge Streets, MBSE #115, Omaha, NE 68182-0293**, or brought directly to the School of Social Work.

NOTE: If there are any factors that have negatively affected your GPA and you would like these factors to be considered when your application is reviewed, please explain these circumstances fully on a separate sheet attached to your personal statement.

1. APPLICATION COVER SHEET
2. A PERSONAL STATEMENT: This allows demonstration of personal maturity, written communication skills, interest in and understanding of Social Work as a profession and appropriate self-disclosure. Please answer the following statements/questions in a total of five double-spaced, typewritten pages (12 pt. font). Your application is considered incomplete if these instructions are not followed.
  - a. A brief autobiographical statement that discusses who you are and the experiences that led you to social work. Trace the development of your interest in social work. Why have you chosen social work as a profession? Describe the key motivating figure(s), role model(s), or experiences(s) important to your decision to become involved in social work.
  - b. Discuss your career objectives as a professional social worker as you now conceive them. What do you see yourself doing immediately after receiving your MSW degree?
  - c. Discuss a contemporary social problem. Include possible causes and potential solutions in your response. What contribution do you want to make to the pursuit of social and economic justice?
  - d. In the School's criteria for admission, we assert our commitment in having students representing diverse backgrounds. Diversity is defined by virtue of: personal characteristics such as race, gender, age, sexual orientation, disability, and geography, as well as life experiences such as career history, experience dealing with a significant personal challenge, belonging to or working in or among another culture, economic disadvantage, knowledge of more than one language, and/or deep broad life experiences. What evidence can you present to demonstrate your capacity to work with human diversity?
3. THREE REFERENCE LETTERS from professional and/or academic persons (excluding family members and personal friends) are required as part of your completed School of Social Work application packet. The completed reference letter should be returned to you sealed with the signature of the person completing the form across the seal. Letters received by the School in envelopes that have been opened will not be accepted or reviewed. Opinions of faculty and professionals who have had official contacts with the candidates may be sought and considered in the selection process. All reference materials submitted in support of a student's admission become the property of the University and cannot be duplicated or released.
4. **RESUME:** Applicants are encouraged to have experience in social work or a related human service field. On your resume, highlight your work experiences that provided you with training relevant to social work practice. Specifically highlight the following:

- Average number of hours per week in that position
- The dates of that experience

Then total (approximately) the number of hours for each relevant position.

In addition to your human services experience, your resume should also include:

- Educational experiences since high school
- Academic honors or distinctions
- Field placements, internships, or practicums
- Other work experiences (non social services related)
- Other relevant experiences (i.e., volunteer work, travel beyond the U.S., publications, etc.)

**Students applying to the Dual Degree Program (MPA/MSW) must also submit two extra reference letters pertaining specifically to Public Administration and the two- page Master of Public Administration application. Please download and refer to it off the web at:**

<http://www.mpaomaha.unomaha.edu/mpaoapply.php>



## MSW REFERENCE LETTER

**APPLICANT'S  
NAME:** \_\_\_\_\_

The above named person is applying for admission to the M.S.W. program at the School of Social Work at the University of Nebraska at Omaha. Your assessment of the candidate will assist the Admissions Committee.

**PLEASE RETURN THIS FORM TO THE APPLICANT IN A SEALED ENVELOPE WITH YOUR SIGNATURE ACROSS THE SEAL.**

Your assessment will be used solely for the purpose of determining whether or not the applicant should be admitted to the School of Social Work. After the Admissions Committee has made its decisions, all reference letters will be removed from the file and will not become part of the student's record.

■ How long and in what capacity have you known the applicant?

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■ Please indicate (√) the applicant's ability and professional competence in comparison with other individuals whom you have known at similar stages in their careers.

Rating for Qualities Below:	Exceptional Upper 5%	Excellent Upper 15%	Above Average Upper 25%	Average Upper 50%	Below Average Lower 50%	Inadequate Opportunity to Observe
General knowledge						
Knowledge in chosen field						
Originality						
Emotional stability & maturity						
Motivation and seriousness of purpose						
Ability to work with others						
Analytical skills						
Communication skills - written						
Communication skills - oral						

■ Please indicate (√) your overall endorsement of the applicant:

\_\_\_\_\_ Recommend highly    \_\_\_\_\_ Recommend    \_\_\_\_\_ Recommend with reservation

**The Admissions Committee carefully considers the statements made by reference writers who can evaluate, through direct experience, the applicant's performance and personal qualities. We are aware of the time and care required to complete a recommendation, and we gratefully acknowledge your help.**

- Please give your appraisal of the applicant's ability to work with people, maturity, and emotional stability. These items would include personal, intellectual, and professional considerations. Please include both strengths and weaknesses. We would appreciate it if you would conclude your statement with any other information which would help us assess the applicant's suitability for our program. If you wish, a separate letter may be used.

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Signature of person completing this form: \_\_\_\_\_

Date: \_\_\_\_\_

Name (Please type or print):

\_\_\_\_\_

Position Title:

\_\_\_\_\_

Place of Employment:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

May we contact you for additional information on this applicant?  Yes  No

Your telephone number: \_\_\_\_\_

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Address:

\_\_\_\_\_

\_\_\_\_\_

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Your telephone number: \_\_\_\_\_

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\_\_\_\_\_

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