



College of Health and Human Services
 School of Social Work
 Salisbury University
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**UMUC/SU MASTER OF SOCIAL WORK
 APPLICATION
 CHECKLIST**

Application to the UMUC/SU Master of Social Work Program requires applicants to apply online. Listed below are the documents and information required.

All applications must be submitted online by the due date or the application will not be considered for the semester applied.

DUE DATES

The School of Social Work will be accepting online applications to the 32-credit Advanced Standing program for the UMUC/SU summer/fall term 2018 Master of Social Work program.

Completed applications will be accepted no later than January 15, 2019.

Graduate Studies and Research 410-548-3546

www.salisbury.edu/apply

Complete these documents within the online application:

Graduate Program Admission Online Application

Apply online through the Admissions Office website, selecting graduate programs.

Attach complete resume

Personal Statement Instructions:

Application Writing Prompts

Statement of Confidentiality: Mandated reporters are persons who, in the course of their work, may be privy to information that they are required to report to the appropriate enforcement agency. Social workers in the state of Maryland are mandated reporters, and must report any disclosure of suspected incidents of child abuse and neglect, including child sexual abuse. Salisbury University social work faculty and staff are required to report any suspected incidents of child abuse and neglect, whether or not the suspected incident was previously reported. Therefore, any disclosure (written or verbal) by students or prospective students of suspected incidents of child abuse and/or neglect will be immediately reported to the appropriate authorities.

Application Writing Prompts: Advanced Standing

Please prepare one detailed statement covering the questions below. Please do not omit any questions. Your personal statement should be a minimum of three (3) pages, no more than four (4) pages, typed, double-spaced, and in 12-point font. Please use the number and associated topic area (in bold and underlined) as headings when completing your personal statement.

1. Critical Thinking and Social Work Knowledge:

We all face challenges in our own lives and our job as social workers is to help our clients address their problems. Please discuss a time when you, at your job/internship or in a volunteer capacity, worked to assist someone address a problem. Describe the individual's problem. Discuss how you assisted them in addressing and resolving the problem as a professional or volunteer. Identify the specific skills and information you learned from your undergraduate social work education that aided you in addressing the problem. Identify the outcome of the problem and what you learned from the experience.

2. Respect for Diversity:

Write about your experiences working with diverse populations (religious, racial, ethnic, disability, socio-economic, gender, and sexual orientation differences). Which issues and populations do you find particularly challenging? How have you handled those challenges in the past, or what would you like to learn to handle those challenges more effectively in the future?

Letter of Recommendation Instructions: **IMPORTANT, PLEASE READ CAREFULLY**

Be sure to enter the following information for each of your recommenders: Name, address, e-mail address, phone number, institution or employer and title.

- * It is extremely important to enter your recommender's e-mail address correctly so they receive the automated e-mail instructing them how to proceed with their recommendation through the online process.
- * Mark the waiver statement for each recommender you enter. If you do not check the waiver statement, many recommenders will not complete the recommendation process for you.
- * If recommenders experience technical difficulties, they should contact our online application vendor by clicking on the link given in the e-mail they received about the online recommendation process or by clicking on the Help Link at the top right of the first page in their Letters of Recommendation account page.
- * After your recommender submits the online recommendation, the recommendation will become part of your application. Applicants are welcome to submit additional letters of recommendation, and any letter of recommendation included with the application will remain with the applicant's file for review.

If your program of study is Advanced Standing, online Advanced Standing or Satellite Advanced Standing, applicants will submit four contacts and one additional item:

1. One recommendation from the Field Education Liaison who taught your most recent Field Education Seminar Course.
2. One recommendation from the Field Education Placement Supervisor from your undergraduate Field Education Placement/Agency.
3. One recommendation from an academic source.
4. One recommendation from either an employer or professional or community associate.
5. Advanced Standing applicants submit their final field evaluations from their undergraduate field education experience.

Waiver of Right of Access

You will be asked to mark the waiver statement for each recommender you enter into the online application. If you do not check the waiver statement, many recommenders will not complete the Waiver - you must choose whether or not to waive your right to review the recommendation. Your choice will be transmitted to the recommender in the instructional email your recommender will receive. Once you have submitted your application, you cannot change the waiver decision.

If you or your respondent have technical difficulty with the online letter of recommendation system, please contact CollegeNet directly at the following email address: help@applyweb.com. It may be necessary to provide CollegeNet with your user id and/or the name of the applicant or respondent.

You may track the status of the online recommendations submitted through your Gullnet account after your application is submitted to Salisbury University.

Official Transcripts

Send all transcripts to:

Salisbury University
Office of Graduate Studies and Research
1101 Camden Avenue,
Salisbury, MD 21801
or submit electronically

