

February 1, 2014

Dear Applicant:

We are pleased to learn of your interest in our Distance MSW program – Colorado Springs Cohort. Enclosed are application materials and a description of the application process. ***Please carefully read all of the materials in the packet and fully follow the instructions and deadlines when applying.***

Our MSW program is accredited by the Council on Social Work Education and is approved by the Colorado Department of Education for school social work licensure. Every three years we enroll 40-45 part-time students in the 60-65 credit hour program in Colorado Springs. The applications are due June 1, 2014. In addition to completing the application process included in this packet, you will need to apply on-line for the Graduate School application.

We encourage you to visit our web site to learn more about us and about our application process. Our web address is <http://www.ssw.chhs.colostate.edu>. If you have questions about the application process, please call Peter Friedrichsen, MSW Program Coordinator, at 970-491-2536, or e-mail him at Peter.Friedrichsen@colostate.edu. If you have questions about the curriculum, Peter will be happy to refer you to a faculty adviser.

We look forward to receiving your application materials and wish you well in your professional development.

Sincerely,

Audrey Shillington, Ph.D.
Professor and Director

PLEASE USE THE FOLLOWING CHECK LIST TO BE CERTAIN YOU HAVE INCLUDED EVERYTHING IN YOUR APPLICATION PACKET

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TO BE SENT TO THE GRADUATE SCHOOL:

- Check for \$50.00 made out to Colorado State University, send to Graduate Admissions, Fort Collins, Colorado 80523 upon completion of online application. You may also make the payment online with a credit card.

TO BE SENT TO THE SCHOOL OF SOCIAL WORK:

- A note indicating that you have completed the on-line Graduate School application process and the date it was completed.
- Two official transcripts from each institution of higher education attended (**please do not send transcripts to the Graduate School or the Office of Admissions**). All name changes should be made before transcripts are sent.
- Names of References Form and three (3) sealed letters of reference with completed Request for Reference forms included.
- Summary of Experience (résumé). This document **must** include computation of hours worked in each social service setting.
- Professional Goal Statement.

MISCELLANEOUS

- Everything postmarked no later than **June 1, 2014**.

Description of the Advanced Generalist Model

The MSW program at Colorado State University builds upon the foundation generalist perspective and is developed around the advanced generalist model of practice.

The *generalist perspective* in social work . . . : (1) is informed by socio-behavioral and ecosystems knowledge; (2) incorporates ideologies that include democracy, humanism, and empowerment; (3) requires a worker to be theoretically and methodologically open when approaching a practice situation; (4) is client-centered and problem-focused; (5) involves both direct and indirect intervention awareness; and (6) is research based.

The *advanced generalist social worker engages in more difficult practice tasks [than those encountered at the initial generalist level of practice] and, therefore, operates from an expanded knowledge base about individuals, groups, organizations, and communities. The advanced generalist must . . . develop increased skills to intervene in direct service provision with individuals, families, and groups at one end of the multiple-level practice spectrum, and, at the other end, address more complex indirect practice situations such as supervision, administration, and policy or program evaluation. . . . the advanced generalist . . . approach[es] social work practice from an eclectic, but disciplined and systematic, stance and . . . simultaneously engage[s] in both theoretical research and practice evaluation. (p. 43)*

Sheafor, B., Morales, A., & Scott, M. (2010). *Social work: A profession of many faces*. (12E). Boston, MA: Allyn and Bacon.

Curriculum

MSW Curriculum

The School of Social Work is dedicated to the values and ethics of the profession of social work: the welfare of humankind, the disciplined use of a recognized body of knowledge about people and their interactions, and the marshalling of community resources to promote the well-being of all.

The School's educational programs prepare graduate students for generalist practice in social work. Generalist social work is regarded both as a perspective and a practice approach because the social worker is taught to recognize the impact, influence, and potential resources available from the context where practice occurs. The intent is to assist students in developing an ongoing responsibility to address their continuing needs for professional development and to become contributors to the social work profession.

The MSW program at Colorado State University builds upon the foundation generalist perspective and is developed around the advanced generalist model of practice. MSW students will demonstrate generalist (foundation) competencies through completion of prerequisite admission requirements **and** either successfully completing a BSW from an accredited program **or** by successfully completing foundation classroom and field learning experiences before reaching the advanced portion of the curriculum. The generalist perspective in social work: (1) is informed by socio-behavioral and ecosystems knowledge; (2) incorporates ideologies that include democracy, humanism, human rights, and empowerment; (3) requires a worker to be theoretically and methodologically open when approaching practice situations; (4) is client-centered and problem-focused while recognizing and building on strengths; (5) involves assessment and intervention at all system levels; (6) is research-based; and (7) requires the demonstration of ten competencies and corresponding practice behaviors as specified below.

Generalist / Advanced Generalist Curriculum

The MSW program is fully-accredited by the Council on Social Work Education (CSWE) in compliance with their Educational Policy and Accreditation Standards (EPAS). As such, it assumes two levels of professional preparation: foundation level generalist social work and advanced generalist social work practice. Both levels of education include the study of the curriculum areas as defined by EPAS: the advanced generalist level is distinguished by increased complexity, depth and range of knowledge, and advanced practice skills reflected in preparation for advanced practice competencies. The demonstration of 54 practice behaviors at both the foundation and advanced levels requires paying constant attention and adherence to the ethical standards stated in the NASW Code of Ethics, an understanding of human differences and cultural competence; human rights, and social and economic justice especially as it applies to vulnerable populations; and research affirmed practice. (See the CSWE website for the EPAS: <http://www.cswe.org/accreditation.aspx>)

MSW Program Competencies

MSW Program competencies reflect the knowledge, values, and skills that are expected of advanced social work practitioners. The MSW program provides a wide range of educational opportunities that enable students to become advanced generalist social work practitioners.

The School of Social Work at CSU conceptualizes generalist/advanced generalist practice as a set of competencies (skills, knowledge, values and behaviors). The MSW curriculum is designed and delivered such that graduates will demonstrate competency in the following ten areas:

1. Identify as a professional social worker and conduct oneself accordingly
2. Apply social work ethical principles to guide professional practice
3. Apply critical thinking skills to inform and communicate professional judgments
4. Engage diversity and difference in practice
5. Advance human rights and social and economic justice
6. Engage in research-informed practice and practice-informed research
7. Apply knowledge of human behavior and the social environment
8. Engage in policy practice to advance social and economic well-being and to deliver effective social work services
9. Respond to contexts to shape practice
10. Engage, assess, intervene, and evaluate individuals, families, groups, organizations, and communities

At the foundation level, students will successfully demonstrate 41 practice skills as stipulated by the CSWE 2008 EPAS. At the Concentration/Advanced Generalist level, students will successfully demonstrate 54 advanced practice skills. CSWE Educational Policies and Accreditation Standards are in Appendix A.

MSW Foundation Generalist Social Work

Foundation generalist social work is the focus of the first 28-31 credit hours of the part-time Distance MSW program. The foundation generalist social work practice perspective is built on a liberal arts education and demands that the practitioner view both individual social functioning and the transactions between the individual and environment. The generalist perspective in social work: (1) is informed by socio-behavioral and ecosystems knowledge; (2) incorporates ideologies that include democracy, humanism, human rights, and empowerment; (3) requires a worker to be theoretically and methodologically open when approaching practice situations; (4) is client-centered and problem-focused while recognizing and building on strengths; (5) involves assessment and intervention at all system levels; (6) is research-based; and (7) requires the demonstration of ten competencies and corresponding practice behaviors as specified.

The ability to successfully perform each of the 41 practice behaviors (see Appendix B) reflected in the foundation curriculum is determined by the successful acquisition, integration, and synthesis of essential knowledge needed to develop the behavior; an

ability to understand and apply social work values and ethical guidelines to practice; ability to think critically; the acquisition of social work skills; and the demonstration of social work practice behaviors.

The knowledge, values, and skills necessary for foundation students to demonstrate ten competencies and 41 practice behaviors inform the foundation curriculum and are prerequisite to the advanced curriculum. Student success at accomplishing MSW foundation competencies are determined as follows: (1) passing grade of C or better in foundation coursework; (2) an overall minimum GPA of 3.0; (3) a grade of satisfactory in foundation field placement as determined by the field instructor and the Director of Field Education; and (4) be in good standing with the Graduate School and Colorado State University.

MSW Advanced Generalist Social Work

Advanced generalist practice integrates greater theoretical and methodological, research and evaluation sophistication at all levels of practice. Advanced generalist practitioners competently engage in independent and culturally responsive application of advanced social work knowledge, theories, skills, values and ethics into assessment and intervention at all system levels (Roy and Vecchiolla, 2004). This advanced skill level is reflected in the ability of graduates to engage in interdisciplinary, collaborative public and private partnerships for advocacy, policy, practice and advancing social justice. Advanced generalist practice is differentiated from generalist practice in that it includes the complexity of the problem and context of service provision, has enhanced technical abilities, and more sophisticated direct and indirect skills.

The advanced generalist model was adopted because:

- 1) It aligns with Colorado State University's land-grant heritage and mission that mandates providing educational access to diverse state-wide communities;
- 2) Studies have supported the efficacy of the generalist and advanced generalist curriculum not only for rural practice, but practice in larger settings (also challenged with limited resources) (Gibbs et al., 1990; Davenport & Davenport, 1998);
- 3) Many of Colorado's communities are rural, where the need for MSW-level social workers is particularly acute but access to programs with masters prepared social workers is severely limited; and
- 4) The majority of the population of Colorado lives on the more urban Front Range. Advanced generalist practice prepares social workers to practice within the unique characteristics of social work services in both urban and rural contexts (Lavitt, 2009).

The **field internship experience** begins with a 270-hour foundation field placement completed concurrently with classes during the first 31 credits. The foundation field placement provides opportunities for application of foundation theory and skills in

supervised practice with individuals, families, small groups, organizations, and communities.

The MSW Concentration Field Placement is a 675-hour field placement taken during the MSW Concentration coursework. Students are enrolled in the Concentration Field Placement for three or more semesters. Students can expect to spend 12 to 20 hours per week in their field placement agency, depending on the number of semesters enrolled and the requirements of the placement. Most field placements require some time during the regular work week. We work with students to find placements that are in their geographic area. The field education program partners with a broad selection of human services agencies and organizations with the capacity to provide a concentration level learning experience. **Please be aware that many field placements have state-mandated background checks for student interns and employees.**

Coursework Scheduling

The MSW Distance Program is a hybrid program in which two classes are completed per semester. During each semester, students meet face-to-face with instructors on two weekends (Saturday and Sunday) for course instruction. The remainder of the instructional time and learning activities will take place online. Students will need to be online several times per week to engage with class material, classmates, and instructors to move through the course. CSU uses the Blackboard online learning platform through the CSU RamCT site. Each course is developed by the instructor and an instructional designer to provide students with the best learning activities to meet the course objectives.

Please note that the demands of the part-time distance curriculum, has been designed for students in the work-force. That said, many students find the concentration field experience particularly challenging if they have full-time jobs or major employment commitments which allow no flexibility in their schedule. Students who have little or no flexibility in their work schedules will be limited in the field placement options available to them.

The CSU School of Social Work will provide dates one year ahead to allow students to plan around the critical two face-to-face class weekends per semester. On the following page, you will find an outline of the Schedule of Courses by Semester. We will post a tentative schedule for 2015 on our website in the near future.

**Schedule of Courses by Semester
Distance MSW – Southern Cohort 2015-2017**

	Course #	Course Title	Credits
YEAR 1			
Spirings 2015	SOWK 500	Principles & Ph8losophy of Social Work	3
	SOWK 515	Theoretical Foundations for Social Work	4
Summer 2015	SOWK 511	Generalist Practice: Small Client Systems	3
	SOWK 520	Social Welfare Policy Analysis	3
Fall 2015	SOWK 512	Small Client Systems Skills Lab	1
	SOWK 611	Generalist Practice Large Client Systems	3
	SOWK 588	Foundation Field Placement	2
YEAR 2			
Spring 2016	SOWK 600	Methods of Research I	3
	SOWK 588	Foundation Field Placement	3
Summer 2016	SOWK 601	Methods of Research II	3
Fall 2016	SOWK 630	Advanced Practice with Individuals	2
	SOWK 632	Advanced Practice: Manager/Administrator	3
	SOWK 688	Concentration Field Placement	3-5
YEAR 3			
Spring 2017	SOWK 634	Advanced Practice with Families & Groups	3
	SOWK 602/3 A	Advanced Research	2
	SOWK 688	Concentration Field Placement	3-5
Summer 2017	SOWK 602/3 B	Advanced Research	2
	SOWK 631	Advanced Practice with Communities	2
	SOWK 688	Concentration Field Placement	3-5
Fall 2017	SOWK 633	Advanced Practice: Social Welfare Policy	3
	SOWK 688	Concentration Field Placement	3-5

Licensure and Certificate Programs

In addition to the regular 60-65 credit curriculum leading to the MSW, there are additional specialized opportunities for those who wish to pursue school social work licensure or mediation training.

School Social Work Licensure

Students interested in pursuing licensure as a social worker in a PreK-12 school setting in Colorado must take two additional courses, 3 credits each, in addition to completing an MSW program and completing field placements in settings with school-aged children. The two additional courses are:

SOWK 560 Social Work Practice in Schools
SOWK 561 School and Community: People with Disabilities

The school social work practice course (SOWK 560) and disabilities courses (SOWK 561) are usually both offered during the summer semester, but depending upon interest, may also be offered during spring and/or fall semesters.

Please note that a field placement in a setting with school aged children, an MSW, and the above courses only partially fulfill the requirements to pursue a special services provider license and work in a PreK-12 school setting. Detailed information about the other requirements can be obtained from the Colorado Department of Education.

For additional information regarding school social work licensure requirements, please contact Liesl WestHolmes via e-mail at: Liesl.WestHolmes@colostate.edu.

Conflict Resolution and Mediation Certificate

Colorado State University School of Social Work offers a selection of foundation and advanced coursework for graduate credit that prepares participants to resolve conflicts in a variety of settings and practice in the field of mediation. This unique graduate certificate provides participants with an outstanding faculty and a challenging and practice-based curriculum that will enhance and advance your current social work skills. Mediation training and conflict management education can enhance your existing repertoire of tools and skills as well as your professional career options.

An alternative to the legal system and therapy or counseling, the facilitative mediation process empowers people to resolve conflict in a wide variety of areas, including family/divorce and child custody, healthcare, neighborhood/community mediation, landlord/tenant, construction, parent-child, and workplace and organizational mediation.

For more information, please contact Liesl WestHolmes at:
Liesl.WestHolmes@colostate.edu.

Estimated Cost Breakdown

The estimated cost of the three year program will be \$559 per credit hour, based upon rulings by the State of Colorado system.

Tuition for 2015 is estimated at \$559 per credit hour plus a \$20.00 technology fee (mandated by the university for all students, distance or local).

Spring 2015	7 credits	\$3913 + \$20	\$3933
Summer 2015	6 credits	\$3354 + \$20	\$3374
Fall 2015	6 credits	\$3454 + \$20	\$3474

TOTAL for first year **\$10,681**

The cost of books and needed software varies, depending upon the availability of used books and the changes in curriculum from year to year, but plan to budget \$850 for each year.

Criteria for Admission

Within the framework of the policies established by the university and the Graduate School, the School of Social Work will have the responsibility and authority for the recruitment, screening, selection, and admission of its students.

The School will admit those applicants with the greatest potential for completing the master's level course of study and becoming effective social work practitioners. In its review of applications, the School seeks evidence of an applicant's capacity to think critically, do graduate-level work, reason logically, and think creatively. A successful applicant is expected to reflect attitudes that are congruent with basic social work values, that are respectful of the dignity of all human beings, and that indicate a sense of social responsibility. Applicants must be able to meet the emotional requirements of the program and possess a capacity to develop positive interpersonal relationships.

The School is committed to drawing the student body from applicants with a demonstrated concern for social issues and the desire to work for the enhancement of life for all people, especially those groups devalued by society. A successful applicant must evidence a strong determination to acquire the competencies needed for effective advanced generalist practice within the context of community and possess a willingness to develop the abilities needed for contributing to practice and policy development and the knowledge base of the profession.

Criteria for Rating Applicants

- ◇ Academic potential based on grade point average, writing and organizational skills, and ability to think critically
- ◇ Demonstrated ability to enter into positive helping relationships
- ◇ Life and practice experience, including volunteer and field experiences with varied client systems and devalued people from diverse populations
- ◇ Commitment to social work/human services from an advanced generalist perspective
- ◇ Adequate financial plan for education
- ◇ Quality of recommendations by references

General Admission Requirements

1. For applicants not holding a bachelor's degree in social work from a program accredited by the Council on Social Work Education, evidence of the successful completion of the following coursework:
 - ◇ Human biology (biological determinants of human behavior)
 - ◇ Human psychological development (covering the life span)
 - ◇ Basic statistics

AND

Three (3) additional courses in the social/behavioral sciences. Content in the social/behavioral sciences should be understood as “the study of the complex behaviors of individuals and their relationships with others in families, public associations and cultures” (Colorado State University General Catalog, <http://catalog.colostate.edu>). This content is generally defined as courses in the disciplines of **anthropology, economics, history, political science, psychology, sociology, and human development.**

An applicant must present a plan for completing any missing prerequisites in the above criteria before being considered for admission. Because of the difficulty of completing undergraduate prerequisites during the school year, the application materials must indicate a plan to complete all courses prior to the beginning of Spring 2015 classes in January. An official transcript must be sent directly to the School upon completion of each course. Please send to Peter Friedrichsen, School of Social Work, Colorado State University, 1586 Campus Delivery, Fort Collins, Colorado 80523. ***Please do NOT address the transcripts to the Graduate School or the Office of Admissions. This slows the process considerably.*** These courses may be taken at any accredited college, university, or community college; or online, by correspondence, by independent study, or by CLEP (College-Level Examination Program). ***These courses must be completed prior to the beginning of spring 2015 classes in order for you to begin the program.***

2. A minimum of 400 hours of supervised experience in human services for 60-65 credit hour applicants. List only social service-related experiences performed after you completed high school.
3. Admission into the Graduate School of Colorado State University.

The Graduate School's admission requirement is that of a 3.0 grade point average (on a 4.0 scale). Applicants having an undergraduate scholastic average of less than 3.0 may be admitted on a probationary basis.

Transfer

Students who have completed no more than one full year of graduate study at an accredited social work graduate program will be individually evaluated by the Admission Committee for appropriate placement in the program. Completion of foundation courses in social work practice, human behavior and social environment, social welfare policy, social work research, and field placement may satisfy requirements for the foundation courses. The Director of Field Education will evaluate field experience. Transfer students must go through the regular admission process, and indicate a compelling reason they have chosen to apply for a transfer.

Application Process

- ✓ To find the electronic application form, please go to www.graduateschool.colostate.edu and click on the "Prospective Students" link. Here you will find an "Apply Now" button which will take you to the application form. Please ignore the listed deadline dates on the Graduate School's home page. You will also find directions for payment of the \$50.00 application fee. **When prompted to submit a personal statement during Part 2 of the online application, please upload a document stating "The School of Social Work will have my statement." You will not need to upload a resume.** When asked to provide an email address, please make sure to provide the email address you check most frequently, as both the Graduate School and the School of Social Work will be using this address to send you important information.
- ✓ **Two copies of the official transcript from every college or university you have attended. If you studied abroad, we will need transcripts from your host school(s).** Please **do not** send transcripts to the Graduate School or to the Office of Admissions. They must be included in the packet with all other application materials. (If you attended CSU, we can access that record by computer, but not any transfer credits.)
- ✓ Names of three references **and** completed reference forms and letters. Appropriate sources for references include employers, field instructors, supervisors, and university faculty. One reference **must** be a person who has most recently supervised the applicant in a human service delivery experience (paid,

volunteer, or educational). References may elect to send their materials directly to the School of Social Work (attn: Peter) if they prefer.

- ✓ Catalog descriptions or syllabi of graduate level social work courses completed that might be considered for transfer, if you have been in a previous MSW program.

- ✓ **Summary of Experience (detailed resumé)**

Please describe the types of experiences you have had that relate to your goal of professional social work practice. List all experiences chronologically (starting with the most recent and working backward). Please use a resumé format to list your supervised experience in human service. Include the following information for each entry.

1. Name of agency or organization
2. Type of agency (social work; human service, i.e., nursing, teaching, psychiatric, etc.; public or private industry in human resource area, i.e., training, personnel, community work, board or committee, etc.)
3. Position held
4. Paid or volunteer
5. Length of time in positions and average amount of time worked each week, computed in hours. *Please be very specific about the total hours spent on each position. You must have a total of at least 400 hours (completed by the date of submission). Those applying for **advanced standing** must have 400 hours of experience. **Please compute your total hours for all positions.***
6. Nature of activities performed (direct service delivery, i.e., counseling, tutoring; indirect service, i.e., supervising, administrative, lobbying, board membership)
7. Population groups served (children, seniors, adolescents, ethnic minorities, women, men)
8. Frequency of supervisory contact and supervisor's qualifications

- ✓ **Professional Goal Statement**

We need to learn from you about your life experiences and your goals for your professional future. We ask you to respond to these two areas, utilizing the guidelines given below. Use any format you prefer for the goal statement. Please submit your statement in **no more than 5 single-spaced pages with 1-inch margins and a 12 point font**. This material will be used to reach an admission decision and, if admitted, to assist us in planning your educational experience with you.

The following questions should be answered in your Professional Goal Statement:

1. Considering emerging developments, trends, and contexts, discuss what you consider to be the two major social problems professional social workers should be concerned with now and in the future? Why?
2. Provide a *detailed explanation* of the type of volunteer and/or professional work you have done involving the following: 1. Agency setting (types of agencies); 2. Populations served; 3. Advocating for social and economic justice; 4. Working with various populations including the aged, persons with disabilities, ethnic/culturally diverse people, refugees and/or immigrants and the promotion of human rights.
3. Illustrate, by providing an example, of how well you tolerate uncertainty and ambiguity.
4. Discuss your strengths, limitations, and self-awareness as it applies to your work with individuals, groups, families, communities, organizations, and/or policy.
5. Provide an example of how you established positive helping relationships, while maintaining boundaries.
6. Provide an example of how you demonstrated an ability to make sound, ethical decisions in a work and/or volunteer situation.
7. Discuss your reasons for applying to an MSW program with an Advanced Generalist concentration.
8. If you are transferring from another MSW program, please discuss the reasons why you are choosing this institution/program?
9. Please describe in detail your plan to complete the required prerequisites which you have not taken during your undergraduate experience. **It is essential that these courses be completed by the first day of Spring 2015 classes. Failure to complete these courses will result in your not being allowed to begin the program.**
10. The tuition for the Distance MSW Program is outlined on page 9 of this application. Please provide a realistic financial plan to meet these costs.
11. Please provide your daytime phone number and the email address you check most frequently. If you do not have an e-mail address, please set one up. It is the most efficient way to reach you with information you need. **Please check this email account regularly.** In addition, you will be assigned a CSU email address when you complete the electronic application. Please remember to check this regularly as well for CSU-related communications.

Review Process:

- ◇ **Admission judgments will be made only on applications that are complete.** Review of early applications will begin with those completed by June 1, 2014.
- ◇ Send the following in a 9x12 manila envelope:
 - * Two copies of official transcripts from each school, in the original sealed envelopes (may be sent separately)
 - * Names of References Form
 - * Reference letters (3) in sealed envelopes, signed across the seal by the reference (may be sent separately)
 - * Summary of Experience
 - * Professional Goal Statement
 - * Intent to Enroll Form

Send the entire packet to:

**School of Social Work
ATTN: Peter Friedrichsen
1586 Campus Delivery
Fort Collins, CO 80523-1586**

- ◇ Any faculty rater may request additional information, including a personal interview. Interviews are rarely needed and are conducted by telephone.
- ◇ It is **your** responsibility to see that all required items are submitted. You are welcome and **encouraged** to call or e-mail to check on the arrival of your mailed materials. (970-491-2536 or Peter.Friedrichsen@colostate.edu).
- ◇ Our review process takes approximately eight weeks after the June 1, 2014 deadline. You can expect to be notified of your admission or denial by August 8, 2014. You will be notified in writing when a decision has been made -- we do not provide this information by telephone.

Most Commonly Asked Questions

Where Do I Send the Application Materials?

- ✓ The \$50.00 application fee should be paid electronically or mailed directly to the Graduate School at the address provided with the on-line application process.
- ✓ All other materials (transcripts, references, etc.) should be mailed directly to:

**School of Social Work
1586 Campus Delivery
ATTN: Peter Friedrichsen
Fort Collins, CO 80523-1586**

What About Transcripts?

- ✓ **Two official copies of your transcripts from every college or university that you have ever attended should be included in your packet.** They must be official and should be in the original envelope. **Please** do not send these to the Graduate School or the Admissions Office, as that will slow the process considerably.
- ✓ Two official copies of your transcripts **must** be sent from each university **even if grades from one university are reported on the transcript from another university or even if you only took one course from a particular university.** This includes any study-abroad universities, so please plan well in advance when ordering international transcripts.
- ✓ Please make sure that transcripts are sent under your **current** name. If your college or university will not make that change for you before they send you the transcripts, please make a note of the name change in your packet. We cannot cross-reference with social security numbers any longer.
- ✓ Transcripts can take up to 6 weeks to be processed after they have been ordered. International transcripts may take even longer. **Please plan for adequate time prior to the deadline for these transcripts to arrive.**
- ✓ If you have previously attended Colorado State University, you will still need to send transcripts from any universities or institutions that you attended in addition to CSU. We will not request transcripts for you and we do not have access to transcripts previously sent to Colorado State. We can, however, access your CSU transcript.

How is the GPA Calculated?

- ◇ The GPA required for admission is 3.0 (on a 4-point scale, "A" = 4 Points). Occasional exceptions to this can be made for otherwise outstanding applicants, but academic capacity for graduate level work must be demonstrated, such as prior graduate-level coursework.
- ◇ Your entire undergraduate academic record is used to calculate your GPA, including all courses taken at all universities.
- ◇ Three GPAs are used in the application process:
 - ◆ Undergraduate GPA includes all courses taken while an undergraduate.
 - ◆ Upper division GPA includes all junior and senior level undergraduate coursework as well as graduate coursework if less than ten credits of graduate coursework have been completed.
 - ◆ Graduate GPA includes any graduate level coursework you have completed.

What about References?

Please have each of your references complete the form included in the application packet. At least one reference *must* be from a person who has supervised you in a human service delivery position, either your current or most recent one. Request for Reference forms are available on the School of Social Work website.

You are responsible for gathering your references and including them in the packet of materials. However, if your references prefer, they may send in their references directly to the School of Social Work.

I Meet the Basic Requirements. Does That Mean I Will Automatically Be Admitted?

In a competitive admission situation, such as Colorado State University, applicants are judged not only on the basic criteria but also in comparison to other applicants. Thus, meeting the basic criteria *does not guarantee admission*. We can admit 40-45 students into the 60-65 credit hour program per year out of all applications received. In the past, this has been approximately 50% of the applicants. If there is insufficient space, you may be informed of your admissibility and placed on a waiting list. If we need to access the waiting list and you are called, you will be admitted at that time if you still so desire.

When Can I Expect to Hear the Admission Decision?

The target date for notification August 8, 2014. You will be notified by mail, and you will not be told your admission status over the phone. **The graduate admissions office will not know your status, so please do not call them for this information.**

When Can I Start the Program?

- ◇ Admission to the part-time distance hybrid program is made only for the spring semester. As courses are offered in sequence, students cannot begin in the fall semester or summer term.

Most Common Mistakes to Avoid

1. Not reading all materials prior to beginning the application process
2. Sending transcripts to the Graduate School or Office of Admissions rather than directly to the School of Social Work in your packet, as stated in the directions
3. Forgetting to include hours worked per position; forgetting to compute the total hours; not putting it in the format described in the instructions
4. Forgetting to discuss missing prerequisites
5. Not changing name on transcripts; only sending one transcript instead of two, as required
6. Not checking written statement for errors
7. Not answering all of the questions in the Professional Goal Statement
8. Not checking with the School to see that all materials are in prior to the deadline

Questions?

If you have any other questions, please call or e-mail . . .

Peter Friedrichsen, MSW Program Coordinator
970-491-2536
Peter.Friedrichsen@colostate.edu
Information about application process; receipt of application materials

Malcolm Scott, Ph.D., Admission Committee Chair
970-491-5818
Malcolm.Scott@colostate.edu
Information about curriculum or Admission Committee decisions

Miscellaneous Information

Applicants must have a working knowledge of computer word processing and Internet use, preferably with Microsoft Windows®. Students are required to have access to e-mail correspondence and a laptop computer with Internet access.

Applications from international students are accepted provided they meet all admission requirements plus those regulations established by the university for foreign students, including a minimum TOEFL score of 550 (paper test), 213 (computer-based test) or 80 (Internet), or an IELTS minimum score of 6.5. The requirements include proof of financial backing for the duration of the program.