



University of Utah MSW Program Application Instructions

All MSW program applications are created through Slate. The University of Utah/MSW Slate application and MSW application instructions undergo yearly changes and updates. **Please do not start or submit your application before August 1.**

Applications cannot be processed or evaluated until you have paid the Office of Admissions fee. This is the final step in the Slate program and must be done by 11:59 pm MST on the application deadline.

If you will need accommodations in the application process, you must contact the Center for Disability and Access (CDA) at least three weeks prior to the date you plan to submit. The Center's contact info is 801-581-5020, disability.utah.edu. The Center will work with you and the MSW Program to arrange accommodations.

Note: In order to create an account with Slate, you **MUST use an email address that you check regularly. Do not use a Hotmail email account for your application.**

Admissions Criteria

The Admissions Committee engages in a holistic review process, drawing information from the following sources:

1. Official transcripts
2. Three professional recommendations
3. Statement of Purpose
4. Social Work Practice Case Study (120-minute timed essay)
5. Resume

Occasionally, the Admissions Committee will request an interview with an applicant. Applicants may not request interviews.

1. Transcripts

- You are required to upload student copies of actual transcripts to Slate from all institutions where you have enrolled in courses even if credits were transferred and show on another transcript. These student copy transcripts must be issued by a Registrar's office and sent to you. We cannot accept unofficial online transcripts or student progress reports.
- **Do not mail transcripts to the U of U Admissions Office or the MSW department.** We cannot upload transcripts for you.

2. Three Professional Recommendations

- Recommendations must be requested through the Slate application system, which will then contact your references with a link to submit the required recommendation form. **Do not submit letters of recommendation to the MSW Program. Recommendation letters are not required.** Include recommendations from professionals who have supervised you or who have been directly responsible for assessing your human service-related work or volunteer experience. References from a professor/instructor who is familiar with your academic abilities and able to assess your potential for professional social work are accepted. Choose recommenders that understand you well in a professional capacity.
- If you are currently employed or volunteering within the field, you are strongly encouraged to have a recommendation from your current supervisor. It is preferred that you have a recommendation from a licensed mental health professional, if applicable.
- **Personal references and character references from co-workers, friends, family members, ecclesiastical leaders, personal therapists, and acquaintances are not accepted.**

3. Statement of Purpose

The MSW Admissions Committee looks for the following in your Statement of Purpose:

- A clear and grounded understanding of the social work profession and how it differs from other mental health disciplines based on your educational, professional, and volunteer experiences.
- How your life experiences (e.g., professional and educational) have prepared you for graduate studies in social work.
- Your Statement of Purpose should address the following elements:
 - What is your purpose in pursuing an MSW degree?
 - Consider the NASW Code of Ethics.
 - Which ethical principles would challenge your personal values and world views?
 - How would you manage these challenges?
 - What are your career goals?
 - Discuss how obtaining a MSW degree will support your career goals.
 - Address any goals you have in working to achieve change with individuals, families, communities, and policy.
 - What type of professional and educational experiences and challenges have you faced?
 - How do those experiences relate to your decision to become a social worker?
 - How do your work and volunteer experiences relate to your decision to become a social worker (please focus on social work or human services-related experiences)?

Formatting: Length should be between three and four double-spaced pages. **Do not exceed four pages.** Use Times New Roman 12-point font with one-inch margins. Cover page or headers are not necessary. Be sure to provide specific references for any sources that you cite in your statement. A separate reference page is acceptable and does not count toward the four-page maximum.

3A. GPA Statement (if your cumulative GPA from all institutions is below 3.0)

- If your cumulative (weighted) GPA from all institutions attended and your last 60 credits are both below 3.0, include a one-page double-spaced statement titled “GPA Statement” at the end of your Statement of Purpose (this does not count towards the page limit of the Statement of Purpose).
- Discuss the following:
 - What were the contributing factors to your undergraduate GPA?
 - How have you otherwise demonstrated a capacity for success in a rigorous graduate program (superior grades during the final semester(s) of work prior to graduation, success in another degree or certificate program, etc.)?
 - If granted admission to the program, how do you plan to address potential obstacles that you might face in successfully completing the program?

4. Social Work Practice Timed Case Study (2-3 double-spaced pages)

- Please review the National Association of Social Workers (NASW) Code of Ethics prior to starting the timed case study. You **must** reference at least **three specific** ethical standards from the NASW Code of Ethics that apply to the case study to receive points for your response. You can review the Code of Ethics at <https://www.socialworkers.org/About/Ethics/Code-of-Ethics>.
- Within approximately one week after submission of your Slate application, you will receive an email from Instructure Canvas with a link to the timed case study website. Please add Instructure Canvas to your list of safe senders and check your spam folder.
- The email sender and subject line will show as follows:
From: Instructure Canvas [notifications@instructure.com]
Subject: Course Invitation
- The Instructure Canvas email will be sent to the email address you used to create your Slate application. Use the **Guest login** to register and log in with the same email address, unless you created the application using your University of Utah UMail address. If you did not use your UMail address to create the application, do NOT log into Canvas with your uNID or password. Do not try to access the essay through CIS.
- You may register for the essay in Canvas first and return to complete the essay later to avoid last minute issues. Please note that the initial invite link only works once. Future logins must be done from the [Canvas Guest login page](#).
- You will have **seven (7) calendar days** from the date of the Instructure Canvas email to access the site, read the instructions, and complete the timed case study. **If you have not completed the timed case study within this period, your application materials will be considered incomplete, and your application will not be considered for admission.** If you anticipate difficulty scheduling the essay, please notify Victoria Buchanan at Victoria.Buchanan@utah.edu once you have submitted your application.
- You will have **120 minutes to complete** the timed case study.
- To request an accommodation for the timed case study, please contact the Center for Disability and Access prior to submitting application materials. The Center’s contact info is 801-581-5020 or disability.utah.edu. The Center for Disability and Access will work with you and the MSW Program to arrange accommodations.
- The timed case study **should reflect original work, completed independently. Please do not share the case vignettes with others.**

- Please address the following:
 - Which factors of the client's case are most salient and should be considered first and why? What would a Social Worker do to intervene on (1) micro/individual, (2) mezzo/community, and (3) macro/policy levels?
 - Clearly identify any ethical dilemmas that you see in this case study (please specifically refer to the NASW Code of Ethics in addressing how you would address this ethical dilemma).
 - What critical information is missing from this case? Please address how you would gather the needed information.
 - Discuss one social justice consideration in this case and possible resolutions to address justice and equity.
 - Please articulate how diversity, inclusion, and equity may impact this case.
 - Reference and cite at least **three specific ethical standards found in the NASW Code of Ethics**.
- Formatting: The essay should be two to three double-spaced pages in Times New Roman 12-point font with one-inch margins. All references and citations must be in APA format. Do not include a cover page or headers.
- **It is your responsibility to supply the correct email address in your application and to check all folders of your inbox to locate this email. Please contact Victoria Buchanan at Victoria.Buchanan@utah.edu with any questions.**

Your application will not be reviewed if we do not receive your completed essay within seven (7) calendar days. This means that you will have to reapply for the MSW Program the following year.

5. Resume

Please follow our resume template exactly (provided below)

- List all work and volunteer experience with current or most recent experience first.
- List the **exact number of hours per month for all work and volunteer** positions to receive credit for these experiences. **You must calculate the number of hours and add it to the top of your resume.**
- The MSW Admissions Committee is particularly interested in your paid work and volunteer activities that are related to human service. Please visit this link for more information: <https://socialwork.utah.edu/msw/apply/human-service.php>.
- To ensure that full credit is given for related experience, make sure the job responsibilities you list give enough information for MSW Admissions Committee members to accurately determine which positions are relevant.
- Format: Two pages maximum in Times New Roman 12-point font with one-inch margins.

RESUME TEMPLATE

Hours per month and supervisor information for all work and volunteer experience is **required as shown** to ensure Admissions Committee members are able to evaluate your volunteer and work experiences.

YOUR NAME

Current Address

City, State, Zip

(801) 555-1212

Email address

Total Number of Practicum Human Service Hours (if applicable): _____

Total Number of Volunteer Human Service Hours: _____

Total Number of Paid Work Experience Human Service Hours: _____

Education

University or College

Graduation Month Year

School/College of _____

BS/BA in _____

- Minor if applicable
- Certificate(s) if applicable

Practicum Activities (*Advanced Standing applicants only. All others, skip to next section.*)

Practicum Title/Role, Agency/Organization, City, State

Month Year to Month Year

Name, telephone number and email address of immediate supervisor

- Job responsibilities
- Number of hours per month

Volunteer Activities with Social Welfare or Civic Organizations

Volunteer Title/Role, Agency/Organization, City, State

Month Year to Month Year

Name, telephone number and email address of immediate supervisor

- Job responsibilities
- Number of hours per month

Work Experience

Your Title/Role, Agency/Organization, City, State

Month Year to Month Year

Name, telephone number and email address of immediate supervisor

- Job responsibilities
- Number of hours per month

Leadership/Honors/Activities

Please list any leadership, honors, or extracurricular activities below. For example:

- Dean's List, University of Utah, College of Social Work Fall 2010
- President, BSWSA January 2011-May 2011
- Paper published in Undergraduate Research Journal Spring 2011 Issue