

SPECIAL INSTRUCTIONS/FORMS FOR PERSONS APPLYING UNDER THE PROVISIONS FOR NON-BACCALAUREATE DEGREE APPLICANTS

Please refer to the School of Social Work website for Criteria for Admission to the MSW degree program and general application instructions, as well as the criteria and instructions for persons applying under the Provisions for Non-Baccalaureate Degree Applicants. <ssw.umich.edu/admissions/msw/>

Prior to submitting an application, persons planning to apply under this provision need to provide the following documents to the Office of Student Services either by fax to 734-936-1961, email to ssw.msw.info@umich.edu, or mail to the University of Michigan School of Social Work, 1080 South University, Room 1748, Ann Arbor, MI 48109:

1. Transcripts (may be unofficial) from all colleges/universities in which courses were taken for credit
2. A detailed resume, including job descriptions and hours worked per week for each position.
3. Documentation, from an accredited bachelor's degree-granting institution, of how many credit hours are required for completion of their undergraduate degree.

Submit the above materials for review **one month prior** to any planned date of application. Once the submitted materials have been reviewed, the prospective applicant will be contacted to schedule an admissions consultation. Following initial review, all applicants must fill out a full MSW application, and are subject to a full admissions review, including providing letters of reference, and providing academic and criminal conduct information.

Applicants applying under these provisions are required to submit the following additional supplemental materials with their MSW application:

SUPPLEMENT TO EVALUATION OF WORK/VOLUNTEER EXPERIENCE FORMS:

Before distributing Recommendation forms, attach a "Supplement to Evaluation of Work/Volunteer Experience" form to each Recommendation form that you plan to have submitted from your relevant human service work experience recommenders. It is important to submit sufficient recommendations from supervisors to cover the required human service work experience for admission under this program.

POSITION FORMS:

Position Forms are to be completed by the applicant to describe their related human service paid and volunteer work experiences. These forms are a very important part of the application evaluation process. They are used to assist in assessing human service paid and/or volunteer experience(s) in regard to meeting the criteria for admission under this provision.

Applicants must demonstrate that they have competence and ability for professional achievements in the performance of human service responsibilities. Select those paid and/or volunteer positions that you plan to offer as demonstration of competence and ability in the achievement of human services responsibilities. Complete a Position Form for each human service-related position held within the last ten years, beginning with your most recent, that represents a minimum of ten years of extensive, successful social work-related experience, including one of the following: minimum of five years of at least half time paid employment in human service organizations or 10,000 documented hours of volunteer work in human service organizations, or an equivalent combination.

Additional material that is desirable, but not required:

The applicant is invited to submit additional evidence of accomplishments that indicate an ability to complete master's level work satisfactorily. While not required, one or more of the following may strengthen the case for admission.

- At least one academic reference from someone who can discuss the candidate's ability to complete graduate level classroom courses.
- A sample of the applicant's written work that demonstrates critical thinking skills. This could be a term paper prepared for a course, or a policy statement, training or educational materials prepared for a workplace or volunteer position.

All required materials listed above, as well as any additional materials you choose to submit, should be submitted together as one packet with your MSW application materials.

Print or copy as many of the following forms as needed.

\\NAB_SpecialInstructions.docx



POSITION FORM # _____

Number and complete this form for each relevant work experience position you have held starting with your current or most recent position.

Please type or print.

Applicant's Name: _____ Date: _____

SSN or UMID #: _____

A. Name of Agency/Organization: _____

Address: _____

City/State: _____ Telephone #: _____

Name of Director/Agency Executive: _____

B. Title of your position: _____

C. Describe your human service responsibilities in this position:

D. How does your experience in this position demonstrate competence and ability in achievements in human services responsibilities?

E. Dates you held this position: _____ to _____
month/year month/year

F. In this position: a) were you: Paid or Volunteer

b) did you work: Full-time or Part-time

If volunteer or part-time, how many hours per week? _____

G. Provide the name, address and telephone number of your supervisor in this position or any other person who can best evaluate your experience:

Name: _____ Title: _____

Address: _____

City/State: _____

Email: _____ Telephone #: _____

THE UNIVERSITY OF MICHIGAN
SCHOOL OF SOCIAL WORK

**SUPPLEMENT TO
EVALUATION OF WORK/VOLUNTEER EXPERIENCE**

INSTRUCTIONS TO THE APPLICANT: *Complete the top section.* Print your full name, Social Security # or UMID and the name of your recommender on the form; **attach this form to the Recommendation Form** before passing it out to your relevant recommender. The recommender should return the recommendation to you in a sealed envelope that is signed across the seal. Then submit it, unopened, to the School of Social Work as part of your application packet.

Under the provisions of the Family and Educational Rights and Privacy Act (FERPA) and applicable state law, you (if admitted and enrolled) will have access to the information provided below unless you waive such access.

I hereby waive my right of access to the information contained in this recommendation.

Signature of Applicant

Date

IF THERE IS NO SIGNATURE ABOVE, THIS EVALUATION WILL BE TREATED AS NON-CONFIDENTIAL

Applicant's Name (Please type)

Recommender's Name (Please type)

Applicant's Social Security # or UMID

RECOMMENDER: The person named above is seeking admission to the Master of Social Work Program at the University of Michigan. Please provide us with the following information applicable to applicants who are applying under the "Provisions for Non-Baccalaureate Degree Applicants". We are interested in obtaining an accurate assessment of each applicant to aid us in making our admissions decisions. Individuals who are accepted must be able to fulfill the intellectual requirements of the School and should possess personal qualifications essential to professional practice in social work. We greatly appreciate your assistance in our evaluation of this candidate.

Please type or print.

EVALUATION

1. While applicant worked in your agency/organization, was the applicant employed in one or more human service position(s)? YES NO

If "Yes", please briefly describe the human service position(s):

(continued on page 2)

2. While working in your agency/organization, to what extent did the applicant:

	No Extent	Little Extent	Some Extent	Great Extent	Information Inadequate
Have increasing responsibility in direct service to clients.					
Have increasing responsibility for planning services					
Have increasing responsibility for directing significant aspects of the organization's activities					
Demonstrate competence					
Demonstrate growth					

Additional Comments:

Signature of Recommender:

Date: _____

Printed Name of Recommender: _

Title: _____

Agency/Organization Name:

Address:

Email:

Phone:

INSTRUCTIONS TO RECOMMENDER: Please place this completed form and any accompanying letter(s) in an envelope, seal, and sign across the seal. Return this to the applicant as soon as possible. The applicant will submit the sealed envelope, unopened, to the School of Social Work as part of the application process. Thank you.