

**APPLICATION INSTRUCTIONS  
MSW PROGRAMS  
COLORADO STATE UNIVERSITY-PUEBLO**

Dear Applicant:

Please complete all of the application materials as requested and return to:

MSW Admissions Committee  
Department of Social Work  
GCB 310  
Colorado State University-Pueblo  
2200 Bonforte Blvd.  
Pueblo, CO 81001

All materials will be reviewed by an Admissions Committee. Applications are due February 1<sup>st</sup> (or the first immediately following working day, if on a weekend). No late applications will be accepted. The Admissions Committee will meet no later than February 15<sup>th</sup> to consider applications. Applicants selected for admission will be interviewed no later than February 28<sup>th</sup>.

All students, admitted and declined, **will be notified of their status by email provided by the applicant and posted letter no later than April 1. Students must inform the MSW Admissions Committee of their acceptance or rejection of the offer of a seat in the MSW program by April 15. If notice is not given, an offer will be extended to the next eligible applicant.**

Note: Transcripts from all educational institutions attended must be presented as part of the application process.

**APPLICATION FOR ADMISSION  
SPECIALIZED MSW PROGRAM  
COLORADO STATE UNIVERSITY-PUEBLO**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
\_\_\_\_\_

BSW: Y N Where obtained and when: \_\_\_\_\_

College/University is CSWE-accredited institution: Y N Transcript include: Y N

Course in statistics completed: Y N Where and when: \_\_\_\_\_

A course in research methods completed: Y N Where and when: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ 120 hours of volunteer or paid work experience in a human services field (beyond field hours) in a 6-month period during the last 5 calendar years: Y N Where was experience obtained: \_\_\_\_\_

Most recent field evaluation is included: Y N

Please attach the following: (If you are an applicant from the Generalist program, you may not use the same summary.)

A 3-page summary of the role you expect your graduate studies to play in your professional and personal development. Be sure to state your employment history and goals, as well as your personal motivation. Note your strengths and needs as a graduate student of social work. Please address diversity in your statement. One way of defining diversity is as the sum of personal traits and qualities, as well a life experiences that affect development and beliefs. Diversity usually includes race, ethnicity, gender, sexual orientation, disability, socioeconomic status, spiritual or religious beliefs, age, and other qualities, including geography and body weight. Experiences can include personal life experiences, such as career choice, individual challenges, and exposure to or working in cultures other than your primary culture. Even if you believe that you have had a small amount of experience with diversity in your life, please describe its impact on your social work plans.

Please provide references for three people: one from a professor, one from an academic advisor, and one from an employer or field supervisor. The references are to be provided to the individual, and they complete the reference, signing across the sealed back of an envelope, and returning to you or mailing directly to us. Make sure to complete the top part of the reference document before giving to individuals to complete.

Please return the completed form and personal statement to:  
Colorado State University-Pueblo  
Social Work Department  
GCB 310

2200 Bonforte Blvd.  
Pueblo, Colorado 81001-4901

Last revision: 11/22/2020

Background Checks:

Almost without exception, social service agencies which meet our requirements for practicum placements require background checks as well as alcohol and drug testing at the student's expense. These policies are the policies of the social services agencies throughout this area, not Colorado State University – Pueblo policies nor the Department of Social Work policies. Having a criminal history may limit or prohibit a student's ability to obtain a field placement as well as limit or prohibit employment in social service agencies following graduation with a BSW degree or licensure if applicable.

It is recommended that any student who has concerns about undergoing a background check discuss the situation with his/her advisor or the Chair of the Department to determine the feasibility of pursuing admission to the Social Work Program before completing the process of application for admission into the Program.

By my signature below, I acknowledge understanding of the above and indicate my intention to apply for admission into the Social Work Program.

Have you ever been arrested or convicted of a crime?  Yes  No

**\*A "yes" answer here will not affect the decision to admit into the program. This question is only a prompt for the student to meet with the Field Coordinator to check availability of placement.**

Student Signature

Date

Student Name (print)

**COLORADO STATE UNIVERSITY – PUEBLO  
DEPARTMENT OF SOCIAL WORK**

**Agency Drug Testing and Credit Checks**

Students applying to the MSW program should be aware that some field placements conduct drug tests and credit checks on students who apply for internship. Although the State of Colorado has passed legislation affirming that they will not prosecute citizens who are in possession of a specific amount of cannabis, allow citizens to grow a specific number of plants, and allow dispensaries to sell cannabis for medicinal and/or recreational use, employers may still deny employment based on a positive drug test for cannabis. Likewise, internship agencies may deny an internship placement based on a positive drug test, even for cannabis. Further, holding a medical marijuana card will not protect the student if there is a positive drug test for cannabis and students may still be denied placement.

If you are aware that you may have a positive drug test, please speak with the field coordinator or your academic advisor, as you may be denied field placement from area agencies. Please note that the Department of Social Work at Colorado State University-Pueblo does not set these policies. It is the agency who sets the policy based on preferences, funding source requirements, type of client served, and other reasons. We cannot force an agency to change their policy.

Whenever possible, we will try to find you a placement with an agency that does not drug test or does not conduct credit checks, but we cannot guarantee that any specific agency will accept a student for placement.

By your signature below, you acknowledge you have read and understand the *Agency Drug Testing and Credit Checks* information above.

Student Signature

Date

Student Name (print)

**COLORADO STATE UNIVERSITY – PUEBLO**  
**DEPARTMENT OF SOCIAL WORK**  
**Application for Admission to the Master of Social Work Program**

**Reference Request** Student Name: \_\_\_\_\_

The above student is applying for admission into the Social Work Program at Colorado State University – Pueblo and has requested a reference from you.

I hereby waive  do not waive  the right to view references.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Reference: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please answer the following questions as thoughtfully as possible. Feel free to add additional comments on the back if necessary.

1. I have known the applicant for  years/months in the capacity of   
\_\_\_\_\_.

2. Do you have personal knowledge of the capacity of the applicant to perform the work required in social services?  Yes  No If yes, please indicate the nature of this experience and your assessment of the applicant's performance.  
\_\_\_\_\_

3. What do you consider the applicant's major strength(s) as a potential professional social worker?  
\_\_\_\_\_

4. What do you consider the applicant's area(s) for improvement as a potential professional social worker?  
\_\_\_\_\_

5. Are there any additional comments or concerns that you have?  
\_\_\_\_\_

Last revision: 11/22/2020

Please rate the applicant on each of the following as compared to  post-secondary students  social work majors practicing social workers with BSW degree  BSW graduates  those with another bachelor's degree

	Upper 10%	Upper 25%	Upper 50%	Lower 25%	Lowest 10%	Unable to Judge
Level of maturity and emotional stability	<input type="radio"/>					
Understanding of self	<input type="radio"/>					
Sensitivity to needs and feelings of others	<input type="radio"/>					
Quality of relationships with people	<input type="radio"/>					
Respects differences in people (race, class, culture, sex, ethnicity, etc.)	<input type="radio"/>					
Works with differences in people (race, class, culture, sex, ethnicity, etc.)	<input type="radio"/>					
Concern and commitment to work toward solving social problems	<input type="radio"/>					
Ability to initiate and follow through	<input type="radio"/>					
Willingness to accept direction	<input type="radio"/>					
Creativity	<input type="radio"/>					
Ethical behavior	<input type="radio"/>					
Ability to communicate verbally	<input type="radio"/>					
Ability to communicate in writing	<input type="radio"/>					
Participates as a team member	<input type="radio"/>					

Summary evaluation/recommendation:

- Strongly recommended
- Recommended
- Recommended with reservation
- Not recommended

Signature: \_\_\_\_\_

Date:

Please return the completed form to:  
 Colorado State University-Pueblo  
 Social Work Department  
 GCB 310  
 2200 Bonforte Blvd.  
 Pueblo, Colorado 81001-490101

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