



 THE UNIVERSITY
OF IOWA
School of Social Work

PhD Admissions 2012



September 1, 2011

Greetings!

I am very happy to learn that you are interested in our PhD program or our combined MSW/PhD program. Like most PhD programs, we prepare students to independently conduct and disseminate scholarship that contributes to policy or practice and to prepare students to educate future social workers. Our doctoral program will allow you to develop a coherent program of study with opportunities to pursue your own scholarly interests. The program includes a core social work curriculum, an outside discipline (sociology, psychology, or public health), and a social work research area. Go to: <http://www.uiowa.edu/~socialwk/phdprogram/curriculum.shtml> for details about our curricula. For information on funding your education, go to <http://www.uiowa.edu/~socialwk/phdprogram/funding.shtml>.

During your doctoral studies at Iowa, you will work closely with faculty members and receive on-going mentoring. For example, in your first year, you will complete a mentored research practicum with a faculty member and, in your second year, complete a mentored in-class teaching experience. Initially, you will be assigned to an advisor based on your interests and faculty availability; however, at any time, you may select a different faculty member whose interests are more closely aligned with your career goals and interests. Our faculty has achieved national recognition in several areas of scholarship, including, but not limited to, aging, child welfare and domestic violence, diversity, social justice, and inequality, and substance abuse and mental health. Faculty members sit on prestigious editorial boards for several important journals and regularly review and receive federal grants. Please go to our website for more details about our faculty and some of the opportunities available to our doctoral students: <http://www.uiowa.edu/~socialwk/phdprogram/index.shtml>

In this packet, we include information on how to apply to our programs. Please read all of this information very carefully. For prospective students applying to the combined MSW/PhD program, you will also need to complete the PhD and MSW admission packets and the application process for both programs. The MSW application packet has two parts: <http://www.uiowa.edu/~socialwk/apply/>

If you have questions about our programs or the application process, please contact us. To verify your file is complete or if you have questions about the application process for the PhD or MSW programs, email Susan Dirks, Admissions and Programs Coordinator at susan-dirks@uiowa.edu, or call her direct at 319-335-1255 or toll-free at 800-553-IOWA(4692). Ask for the School of Social Work. For questions about the PhD and the combined MSW/PhD programs, email the director of the PhD program, Carol Coohy at carol-coohy@uiowa.edu. For questions about the MSW program, contact Program Administrator and Admissions Director Kate Kemp at kate-kemp@uiowa.edu and at 319-335-1254.

I wish you the best of luck in your search for a program that meets your needs.

My best,

Carol Coohy

Carol Coohy, MSW, PhD
Professor and Director of the PhD Program

Admissions Policies and Procedures

Full-time Study Only

Students applying to the MSW/PhD and PhD programs will be admitted on a full-time basis only.

Admission Requirements

1. Students are required to have a bachelor's degree from an accredited college or university, and a minimum undergraduate grade-point average of 3.0 on a 4.0 scale.
2. For applicants who took the GRE exam prior to August 1, 2011, we prefer a score of at least 575 for the verbal section and for the quantitative section OR a composite score of at least 1,150. <http://www.takethegre.com/prior-test-format> For applicants who took the revised GRE exam after July 2011, we prefer a score of 155 for the verbal section and for the quantitative section OR a composite score of at least 310. A minimum analytic writing score has not been established.
3. Students should have completed an introductory statistics course and received a grade of B or higher. An introductory statistics course includes graphing techniques for presenting data, descriptive statistics, correlation, regression, prediction, logic of statistical inference, elementary probability models, estimation and tests of significance. Research methods courses taken in a MSW program typically do not meet the criteria for an introductory statistics course. Applicants who have not taken an introductory statistics course must complete one before beginning the combined MSW/PhD and PhD programs. Under unusual circumstances, a highly qualified applicant may be conditionally admitted into the program without having taken a statistics course (e.g., has a high score on the quantitative section of the GRE or taken other mathematics courses). However, applicants still must successfully complete an introductory statistics course the spring or summer semester prior to beginning the MSW/PhD or PhD program. An introductory statistics course is offered at the University of Iowa during the summer.
4. For applicants with English as a second language and/or who are not US citizens, a minimum TOEFL score of 100 (internet-based exam), 250 (computer-based), or 600 (written exam) is required prior to admission. Automatic waivers of the TOEFL requirement are granted for people who have completed a bachelor's degree (or higher) at an accredited university in the United States, United Kingdom, Canada (excluding French Quebec), Africa (English speaking), Australia, or New Zealand. For further information, go to <http://www.ets.org/toefl/>.
5. Applicants applying only to the PhD program are required to have a MSW or a master's degree in a related field, such as public policy, sociology, psychology, political science, economics, education, nursing, or anthropology.

Admission and Selection Process

We begin accepting applications September 1 for the following academic year. All applications must be received no later than February 1. We accept up to five students each year. Admission decisions are made in February. Typically, all applications are evaluated on the same day. Applicants are notified of our decision by April 1 in writing. Some years we have had a waiting list. If you are placed on the waiting list, you will be notified of this decision by April 1. Please notify the School immediately if your address, phone number, or e-mail changes. We evaluate applicants based on their potential to independently conduct and disseminate scholarship that contributes to policy or practice and on their potential to prepare students to educate future social workers. Because we are only able to provide mentoring and support to a limited number of applicants, some qualified applicants unfortunately are declined admission. Occasionally, applicants who are declined are encouraged to reapply in a subsequent year.

Application Materials

Dear Applicant,

I am very pleased to learn of your interest in the University of Iowa School of Social Work doctoral program. The items listed below are required by the School and the University before an application is considered complete. For students applying to the combined **MSW/PhD program**, please read the [MSW](#) Admissions Policy, and download the MSW Application Forms before beginning the application process.

SEND TO:

1. Submit one UI Graduate College application and fee.
Submit online and print a copy. Credit card payment is required:
<https://apply.admissions.uiowa.edu/admissions/login.page>
2. Official transcripts from all colleges attended, including transcripts for any courses completed after you submit your application.
3. Graduate Record Exam (GRE) scores.
4. Test of English as a Foreign Language (TOEFL) scores if your first language is not English. See Grad Admissions Application instructions C.4. for exceptions.

Graduate Admissions
The University of Iowa
107 Calvin Hall
Iowa City IA 52242

SEND TO:

5. PhD Application Form
6. **MSW/PhD applicants** also complete the MSW Application Form
7. Copies of transcripts* from all colleges attended, including transcripts for courses completed after you submit your application.
8. A resume*. Highlight research, teaching, and leadership activities.
9. An example of scholarly writing (scholarly publication, or research or theoretical paper).
9. A personal statement describing your educational and professional goals, including your specific research interests and plans (3 pp.)
MSW/PhD applicants also complete the MSW Statement of Purpose and essays.
10. Four completed PhD Reference Forms for the PhD program. **MSW/PhD applicants'** referees also complete the three MSW Reference Forms for the MSW program. These forms are different and are reviewed by different committees. MSW/PhD applicants may have the same referees for both programs. In this case, the referees must complete forms for BOTH programs, one for the PhD and one for the MSW program; however, the reference writer may attach copies of the same letter of recommendation to both forms, provided the letter addresses the explicit criteria requested by **both programs**. See each form for details.

Admissions Coordinator
The University of Iowa
School of Social Work
308 North Hall
Iowa City IA 52242

* **MSW/PhD applicants** also send copies of all transcripts and resume for your MSW file. You must complete **all parts** of the MSW application in addition to completing the entire PhD application in full. [Link to MSW application part 1 and part 2](#)

The Doctoral Studies Committee will not review your admission file until we have received all of these items. It is your responsibility to verify that all materials, including references and transcripts, reach the School before the deadline of February 1, 2011. You may check the status of your [UI Graduate Admissions](#) application online. The status of your School of Social Work admission file is **not available** online, for this you may email: susan-dirks@uiowa.edu or you may call our direct line: 319-335-1255, or use the UI toll-free line to reach either department: 800-553-4692(IOWA) – and ask for the School of Social Work or the Graduate Admissions office.

Thank you for your interest in our programs. I look forward to receiving your application materials.

Sincerely,

Susan Dirks

Susan Dirks, Admissions and Programs Coordinator

Please read all information under "[PhD Program](#)" on our website before completing this form.

The University of Iowa School of Social Work requests this information for the purpose of evaluating your application for admission. No persons outside the University are provided this information, except for directory information such as name and local address. Responses to items marked "optional" are optional; all other items are required. If you fail to provide the required information, the School of Social Work may lack sufficient information to evaluate your application.

Please do not "refer" to other documents submitted. Include all requested information on this form.

Return this form and necessary attachments to - Susan Dirks, Admissions and Programs Coordinator, The University of Iowa School of Social Work, 308 North Hall, Iowa City IA 52242-1223.

Name: _____ UI ID#, if known, or leave blank: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____

Email addresses: _____

Birth date (optional): _____ Gender (optional): Female Male

Ethnicity (optional) You may check all that apply:

Alaskan Native/American Indian (you may list Tribal/Nation Affiliation below): African American/Black Hispanic/Latino/a
 Native Hawaiian or other Pacific Islander Asian White, not of Hispanic/Latino/a origin Other (specify): _____

Please feel free to describe any information related to your ethnicity.

GPA: Undergraduate _____ Graduate _____ GRE Scores: V _____ Q _____ A _____

TOEFL score: _____ Sub-scores: Reading _____ Writing _____ Listening _____ Speaking _____

How/from whom did you hear about our program? _____

Graduate College Application

Applicants to University of Iowa MSW/PhD and PhD program must also apply online to the Graduate College at Iowa: [APPLY ONLINE](#)
Applicants to the MSW/PhD program must also completed the School of Social Work MSW Application Forms: [Pt 2](#)

Proposed Outside Social Work Discipline: (Choose one) Sociology Psychology Public Health

Research interests: _____

Years of equivalent full-time (30 or more hours per week) social work or social work related experience: _____

Years of equivalent full-time (30 or more hours per week) social work or social work related experience after completing the BASW or the MSW: _____

Statistics and Research Methods Course Titles	BA, MA PhD Level	Credit Hours	Year Completed	Grade Received
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Statistics courses: An introductory statistics course is required prior to admission and includes graphing techniques for presenting data, descriptive statistics, correlation, regression, prediction, logic of statistical inference, elementary probability models, estimation and tests of significance. Intermediate and advanced statistics courses build on these topics.

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Research methods courses:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Bachelor or master's thesis title, if applicable: _____

Research experience: If applicable, describe your research experiences outside the classroom.

Teaching experience: If applicable, describe your teaching experience in or outside the classroom.

X
Applicant Signature (required) _____ date _____

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information contact the Office of Equal Opportunity and Diversity, <http://www.uiowa.edu/~eod/> (319) 335-0705

APPLICANT: Completion of this section and your signature is required

Name: _____ UI ID# if known, or leave blank: _____

E-mail address: _____ Phone: _____

Please **print** your reference's name: _____

Submit four references from people who are able to evaluate your academic qualifications, recent or current employment, or personal qualifications for entry into graduate school. At least two of the letters should be academic references. If you have a graduate degree, the selection committee would like a letter from a faculty member from your graduate program. Give each reference a reference form. For the convenience of the person completing this form, you should provide a stamped envelope addressed to the School of Social Work (address listed on the back of this form).

Under the Family Educational Rights Act of 1974, students are entitled to review their records, including letters of recommendation. It is your option to waive your right to review this recommendation, or you may decline to do so. If you waive your right to review your recommendation forms, these evaluations will be considered confidential by The University of Iowa and **will not be available** for your inspection or released to any third party. (Applicants **not** admitted to the Program do **not** have access to their file). Please mark the appropriate box below, indicating your decision, and sign your name. Your decision has no bearing on the admission decision.

I waive my right to review this recommendation. I do not waive my right to review this recommendation.

X _____ **Date:** _____
Applicant's Signature (REQUIRED)

REFERENCE WRITER: Completion of this section and signature is required

You have been asked to complete an evaluation of the above named individual who is applying for admission to the Graduate School of Social Work in order to obtain the PhD degree. Your candid opinion will be of great assistance to us in evaluating her or his application. Your comments will be confidential if the applicant has waived his/her right to review your reference. All recommendations are destroyed once an applicant has matriculated.

1. How long have you known the applicant? ___yrs ___months In what capacities have you known the applicant?
 Professor Research Supervisor Academic Advisor Field Instructor Employer/Supervisor Co-worker
 Other _____

2. Please rate the applicant relative to other students, employees, or people interested in social work whom you have known:

	Exceptional (top 5%)	Superior (top 10%)	Good (top 25%)	Average (top 50%)	Below Average (bottom 50%)	Not Observed
Sensitivity and capacity for accepting differences in race, class, culture, lifestyle and ideas						
Academic performance						
Intellectual ability						
Maturity/emotional stability						
Oral communication skills						
Written communication skills						
Openness to learning with capacity to change						
Capacity for leadership						
Ability to work with others						
Attitudes and behaviors reflecting social work values and ethics						
Interpersonal skills						

3. If you rated the applicant average or below on any item, please comment. We would appreciate being informed of any reservations you may have about the candidate.

4. In a separate letter, please assess the candidate's intellectual ability, capacity for independent scholarly work, potential for teaching and research, and ability to analyze problems and formulate solutions.

5. Please check one:
- _____ I recommend highly.
- _____ I recommend.
- _____ I recommend with reservations.
- _____ I do not recommend.

Signature _____ Date _____

Name (print or type) _____

Title _____ Organization _____

Address _____

Phone _____ E-mail _____

Please print applicant's name: _____

Thank you for submitting this reference as soon as possible. Please note the admissions deadline is February 1st, 2012.

SEND COMPLETED FORM TO:

**Susan Dirks, Admissions and Programs Coordinator
The University of Iowa School of Social Work
Room 308 North Hall
Iowa City IA 52242
or FAX: 319-335-1711**

You may mail or fax this reference, however, please do not send via email without first contacting the Admissions Coordinator. If you have questions about this form, email: susan-dirks@uiowa.edu or call: 319-335-1255, or 800-553-4692-ask for The School of Social Work.