

# **INSTRUCTIONS TO PH.D. APPLICANTS**

## **Ph.D. in Social Work and Social Research THE SCHOOL OF SOCIAL WORK, PORTLAND STATE UNIVERSITY**

The academic year at Portland State University consists of three quarters, Fall, Winter and Spring. Students are admitted to The School of Social Work for Fall quarter only. Applicants are accepted on the basis of academic performance and potential, extent and quality of relevant experience, personal qualifications, and clarity and appropriateness of professional goals and objectives. Questions concerning admission to the University should be directed to Portland State University Graduate Admissions Office. Questions related to the Ph.D. in Social Work and Social Research degree program should be addressed to The School of Social Work, P.O. Box 751, Portland, Oregon 97207-0751, or call (503) 725-5016; e-mail: [sswphd@pdx.edu](mailto:sswphd@pdx.edu). Applications and all supporting materials must be received in our office no later than January 15, for admission the following Fall quarter. Admission decisions begin in February and are usually completed in March.

Applicants are responsible for ensuring the submission of all material required for the admissions process. Each applicant is notified in writing of the final decision.

### **ADMISSION PROCEDURES**

#### **1. APPLICATION TO UNIVERSITY'S OFFICE OF GRADUATE ADMISSIONS**

Mail to Office of Graduate Admissions, Portland State University, P.O. Box 751, Portland, Oregon 97207-0751:

- a. One copy of Application for Admission to Graduate Study;
- b. One official copy of the transcript from each college or university attended (unless you have your latest degree from Portland State University);
- c. \$50.00 application fee, non-refundable. (An application fee of \$50.00 is required of all applicants. The application fee is set by the Oregon University System Board and is subject to change.)

#### **2. APPLICATION TO THE SCHOOL OF SOCIAL WORK**

**PLEASE NOTE: ALL OF THE FOLLOWING MATERIAL LISTED a. THROUGH h. MUST BE RECEIVED IN THE SCHOOL OF SOCIAL WORK AS A COMPLETE PACKET FROM THE APPLICANT. *INDIVIDUAL FORMS OR PORTIONS OF PACKET WILL NOT BE ACCEPTED.***

**US Mail Address: Ph.D. in Social Work & Social Research Program, School of Social Work, Portland State University, P.O. Box 751, Portland, Oregon 97207-0751.**

**Street Delivery Address: Ph.D. in Social Work & Social Research Program, School of Social Work, Portland State University, 527 SW Hall Street, Suite 400, Portland OR 97201, (503-725-5016).**

- a. Application for Admission to The Ph.D. in Social Work and Social Research program in the School of Social Work.
- b. One official copy of a transcript in its original sealed envelope from each college or university attended.
- c. Letters of Reference. Four letters of reference are required: two concerning your academic work and two concerning employment or volunteer experience. Send or give the Letter of Reference forms to persons you have listed on page 4 of the application. Have them return letters to you in a sealed envelope with their signature across the flap. Include these letters with your application.

The statement regarding the Family Educational Rights and Privacy Act of 1974, on the reference form, should be read carefully.

- d. GRE scores. The General Test of the Graduate Record Examination (GRE) is required. Test scores must be mailed directly to the School by the testing service. The date of GRE administration must be less than five years before the date of program start (for example, for application for the class entering September 2010, must have taken the GRE no earlier than September 2005). GRE scores must be received by the January 15<sup>th</sup> due date.

Please contact [www.gre.org](http://www.gre.org) as soon as possible; Ph: 866-473-4374 (toll free within U.S.) or 609-771-7670. Logistics and testing center scheduling in your area may require you to take the test long before January. **ARRANGEMENTS FOR TAKING EXAMINATIONS MUST BE MADE EARLY IF SCORES ARE TO BE RECEIVED BY THE SCHOOL BEFORE JANUARY 15.** Your application will not be considered without your GRE scores.

- e. TOEFL exam. If English is not your native tongue, the TOEFL exam (Test of English as a Foreign Language) may be necessary. Foreign applicants whose native language is not English and who have not completed degree requirements at an accredited U.S. institution must pass the Test of English as a Foreign Language (TOEFL). You may call either the Counseling Center or Graduate Admissions Office of the college nearest your residence for information. If they do not administer the test, they will advise you which institution in your area does. Alternatively, you may write for information concerning the TOEFL to: Program Director, TOEFL, Educational Testing Service, P.O. Box 6151, Princeton, New Jersey 08541-6151, USA. Required Minimum: 550 paper-based test; 213 computer-based test for graduate study. [www.toefl.org](http://www.toefl.org); Ph: 877-863-3546 (toll free within U.S.) or 609-771-7100.
- f. Professional interest and goals. Prepare an essay of 1000-1500 words (not more than five double-spaced pages) concerning your goals in seeking a Ph.D. in Social Work and Social Research. Please discuss the social problem and research areas in which you are interested, recognizing that those may change over time. In what ways do you feel this program will meet your needs?
- g. An example of scholarly or professional writing. Attach a copy of an article in a professional journal, a research report, a class paper or other piece of scholarly writing you have authored alone. If your only piece has been co-authored, your contribution must be precisely indicated. *Submit ONE writing sample only.*
- h. Applicants to the Combined Program must also follow the additional instructions listed in: *Instructions for Applying to the Combined M.S.W./Ph.D. Program.*

### 3. OTHER ADMISSIONS INFORMATION

*Interview.* A personal interview, either by telephone or in person, may be part of the application process and may be requested by the School to help arrive at a decision regarding your admission.

*International Students:* Students should contact the University Admissions Office for additional information regarding requirements.

### 4. HELPFUL HINTS

In order to give your application as prompt and thoughtful consideration as possible, it will be very helpful if you will:

- Make a copy of all application materials prior to submitting. Retain these copies for your personal file.
- Submit all application materials at the earliest possible date.
- Review your application form before mailing it to ensure the accuracy of all information.
- Select persons to write references immediately and give or mail them a copy of the Letter of Reference form. Ask your references to return the form, with their letter of recommendation, promptly to you in a sealed envelope with their signature across the sealed flap. Please do not open the letters of reference if you have waived your right to review!
- Notify The School of Social Work and the University's Office of Graduate Admissions immediately of any change of address or of a decision to withdraw your application.
- PLEASE SIGN YOUR APPLICATION FOR ADMISSION**

We appreciate your interest in the Ph.D. in Social Work and Social Research Program.

# The School of Social Work at Portland State University

## Ph.D. in Social Work and Social Research

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### INSTRUCTIONS FOR APPLYING TO COMBINED M.S.W./PH.D. PROGRAM

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Applicants for the combined M.S.W./Ph.D. program at the School of Social Work must follow these instructions in addition to those already set out for Ph.D. program applicants. The following materials speak directly to your suitability to be considered for the M.S.W. program.

□ **Personal Statement:**

Prepare an essay of not more than three double-spaced pages concerning your interest in and suitability for social work. Please be aware of the importance of this essay as part of the evaluation process for admission. The review committee will be looking for applicants who provide a clearly written personal statement and demonstrate the ability to articulate social work values and beliefs that are consistent with the social work profession. Use the following areas as a guide to formulate your personal statement.

Professional Goals

- Why have you chosen social work as a profession?
- What do you hope to gain from graduate education in social work?

Social Values and Interests

- Discuss the social values and beliefs which form the basis of your interest in the social service field.
- Which social/human problem(s) interest you most? Why?
- What strengths do you bring to the field of social work? What will be your contribution to the field?

□ **One Letter of Reference:**

Your letter of reference for the M.S.W. program should be from someone who has first-hand experience of your work in the field of social work or human services, regardless of whether your work was on a paid, volunteer or practicum basis. Use the **Letter of Reference for the M.S.W. Program** form for this. The person who completes this reference may or may not be one of your four references for the Ph.D. program.

All materials for the combined M.S.W./Ph.D. program are to be submitted to the Ph.D. Office, as listed in **Instructions to Ph.D. Applicants**.

# APPLICATION FOR ADMISSION

Ph.D. in Social Work and Social Research

THE SCHOOL OF SOCIAL WORK, PORTLAND STATE UNIVERSITY

Portland State University supports equal opportunity in admission, education; and use of facilities by prohibiting discrimination in those areas based on race, sex, color, religion, national origin, handicap or age. This policy is in accord with state and federal law; inquiries about any part of it may be directed to the Affirmative Action Officer, 122 Cramer Hall. Burton@pdx.edu.

Social Security Number \_\_\_\_\_

TOEFL Score \_\_\_\_\_  
(if required)

Graduate Record Exam Scores	
Verbal	_____
Quantitative	_____
Analytical	_____

Enter full name. Do not use initials.

Name \_\_\_\_\_  
(Last) (First) (Middle Name and/or Birth Name)

Present Address \_\_\_\_\_  
(Street and No.) (City) (State) (Zip Code) Phone: (Area Code & No.)

Permanent Address \_\_\_\_\_  
(Street and No.) (City) (State) (Zip Code) Phone: (Area Code & No.)

Date of Birth \_\_\_\_\_ State of Legal Residency \_\_\_\_\_ Citizenship \_\_\_\_\_

E-mail address \_\_\_\_\_ Cell or Business phone \_\_\_\_\_  
Circle One Phone: (Area Code & No.)

Person to be notified in case of emergency \_\_\_\_\_  
(Name) (Relationship)

\_\_\_\_\_  
(Street and No.) (City) (State) (Zip Code) Phone: (Area Code & No.)

I am applying to the Ph.D. in Social Work & Social Research program for Fall 20\_\_\_\_\_

I am applying to the combined M.S.W./Ph.D. degree program offered through the Ph.D. in Social Work & Social Research program for Fall 20\_\_\_\_\_

My plan for the first year of the Ph.D. degree is (check only one).

Part Time \_\_\_\_\_ Full Time \_\_\_\_\_

Where did you learn about the Ph.D. in Social Work and Social Research Program?  Internet  Friend/Colleague

Publication (Which?) \_\_\_\_\_  Advertising (Where?) \_\_\_\_\_

Other? \_\_\_\_\_

### These questions are optional

In compliance with a policy of the U.S. Department of Health and Human Services, the University must seek to identify the ethnic background of applicants for admission. The School of Social Work must also supply additional information to the Council on Social Work Education, its accrediting organization. You are encouraged to supply the following information but may decline without prejudicing your application.

Sex: Female Male

Ethnic Origin: (Please circle the appropriate number.)

- |                           |                                      |                        |
|---------------------------|--------------------------------------|------------------------|
| 1. Asian/Pacific Islander | 3. Hispanic                          | 5. White, Non-Hispanic |
| 2. African American       | 4. Native American (Indian, Alaskan) | 6. Other               |

**EDUCATION:** List in all colleges and universities attended, most recent first (if necessary, attach page with additional information).

Name and Location of Institution	Date From Mo. Yr. To Mo. Yr.	Degree or Diploma	Date Degree or Diploma Received*	G.P.A. & Point Scale	Major Field of Study

Any additional education certificates or degree \_\_\_\_\_

\* If pending, indicate date degree will be awarded \_\_\_\_\_

Honors, Scholarships, or Prizes received \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**PAID EMPLOYMENT. List most recent first:**

Circle one: Higher Education/Teaching Research Social Work Other (please specify) \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Position Held \_\_\_\_\_ Dates \_\_\_\_\_

Department \_\_\_\_\_ Hours per Week \_\_\_\_\_

Circle one: Higher Education/Teaching Research Social Work Other (please specify) \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Position Held \_\_\_\_\_ Dates \_\_\_\_\_

Department \_\_\_\_\_ Hours per Week \_\_\_\_\_

Circle one: Higher Education /Teaching Research Social Work Other (please specify) \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Position Held \_\_\_\_\_ Dates \_\_\_\_\_

Department \_\_\_\_\_ Hours per Week \_\_\_\_\_

Circle one: Higher Education /Teaching Research Social Work Other (please specify) \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Position Held \_\_\_\_\_ Dates \_\_\_\_\_

Department \_\_\_\_\_ Hours per Week \_\_\_\_\_

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**COMMUNITY AND VOLUNTEER EXPERIENCE. Please describe:**

Organization \_\_\_\_\_

Address \_\_\_\_\_

Position Held \_\_\_\_\_ Dates \_\_\_\_\_

Department \_\_\_\_\_ Hours per Week \_\_\_\_\_

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Organization \_\_\_\_\_

Address \_\_\_\_\_

Position Held \_\_\_\_\_ Dates \_\_\_\_\_

Department \_\_\_\_\_ Hours per Week \_\_\_\_\_

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**RESEARCH experience. Please describe:**

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**LIST RESEARCH COURSES YOU HAVE COMPLETED:**

Course Name and Number	Grade Received	University

**PUBLICATIONS.** List full citations for all scholarly publications.

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**PRESENTATIONS.** List full citations for all presentations at professional conferences or symposia.

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Please describe your area of professional research interests (use 10 words or less).

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Are you currently on probation, parole, delayed sentence, mandated mental health treatment, or other forms of state-imposed restriction of civic freedom as a result of:

1. conviction of a felony? (Yes) (No)
2. being found guilty except for insanity, mental disease or defect, or other form of mental impairment of a temporary or permanent nature, or being found not guilty by reason of insanity, mental disease or other defect, or other form of mental impairment of a temporary or permanent nature? (Yes) (No)

If the answer to either of the above questions is 'yes; please indicate the crime involved, any sentence imposed, and the year(s), state, and country in which the legal proceedings took place. (Please use additional paper to respond to the inquiries, if necessary. Thank you for your cooperation.)

Should the answer to either of the above questions become 'Yes' between submission of this application and an accepted applicant's enrollment at the School of Social Work, the individual before enrollment must so inform the Dean of the School.

Applicants are responsible for securing references. Attached to this application are letter of reference forms from:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

(Fifth reference is for applicants to the combined MSW/PhD program)

I have reviewed this application and affirm that the information submitted is complete and accurate to the best of my knowledge.

**SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

**The School of Social Work at Portland State University  
Ph.D. in Social Work and Social Research  
LETTER OF REFERENCE**

To Be Completed By The Applicant:

Name of applicant: (please print) \_\_\_\_\_ Name of referant \_\_\_\_\_

In accordance with the Family Education Rights and Privacy Act of 1974, I give permission to release confidential information for the purpose of application to the Ph.D. in Social Work and Social Research Program. I do ( ) do not ( ) waive my right to review this letter of reference.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

To Be Completed By The Referent:

The above named is applying for admission to the Ph.D. in Social Work & Social Research Program in the School of Social Work, Portland State University and has given your name as a reference. The applicant has the right to review recommendations made on his/her behalf, unless such has been waived at the time recommendation is solicited.

How long and in what connection have you known the applicant? \_\_\_\_\_

Doctoral study requires both intellectual capacity and potential for making a contribution through research. Please rate the applicant in terms of: intellectual ability, capacity for independent scholarly work, potential for teaching or research, ability to get along with others, ability to write, and ability to analyze a problem and formulate a solution. Please also inform us as to their suitability for the PhD program or any hesitations you may have about their application.

We are asking for both a letter and a rating (below) of the applicant relative to other students or employees you have known in the same field. Additionally: *If the applicant's native language is not English, please comment on his or her English proficiency.*

	Candidate Not Observed	Exceptional	Good	Fair
Academic performance		! _____ !	! _____ !	! _____ !
Intellectual potential		! _____ !	! _____ !	! _____ !
Initiative		! _____ !	! _____ !	! _____ !
Communication skills: oral		! _____ !	! _____ !	! _____ !
Communication skills: written		! _____ !	! _____ !	! _____ !
Ability to analyze a problem and formulate a solution		! _____ !	! _____ !	! _____ !
Creativity		! _____ !	! _____ !	! _____ !
Leadership potential		! _____ !	! _____ !	! _____ !
Ability to get along with colleagues		! _____ !	! _____ !	! _____ !
Self-discipline		! _____ !	! _____ !	! _____ !

(Over)

Date \_\_\_\_\_

Name \_\_\_\_\_ Degree \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

**Business Address**

\_\_\_\_\_  
(Street and No.)  
\_\_\_\_\_  
(City) (State) (Zip)

**Your comments here, please, or attach a separate letter:**

May we call you for additional information?    Yes     No     Phone \_\_\_\_\_  
(Area Code & Number)

Signature \_\_\_\_\_

Please return this form, with your letter of reference, directly to the applicant named above in a sealed envelope. **Please sign the sealed envelope on the back over the closed flap.** *Completed application packets must be received in the School of Social Work Ph.D. Office no later than January 15<sup>th</sup>.*

Thank you for your cooperation.

# LETTER OF REFERENCE FOR THE M.S.W. PROGRAM AS PART OF THE COMBINED M.S.W./PH.D. APPLICATION

**To be completed by the *applicant*:**

Name of applicant: (please print) \_\_\_\_\_

Name of referent: (please print) \_\_\_\_\_

This recommendation will become part of your admissions file. It will be used only for admissions consideration and will not be disclosed to any unauthorized individual without your consent. If you matriculate at Portland State University, you will be accorded access to its contents unless you voluntarily waive your right of access. Please check one of the boxes and sign the statement below.

I have read the information above and I hereby  waive  do not waive my right of access to this document should I matriculate at Portland State University.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by the *referent*:**

The above named is applying for admission to the Master of Social Work Program at Portland State University. Your assessment of the candidate will assist the Committee on Graduate Admissions. Under the 1974 Family Education Rights and Privacy Act, the applicant named above will have access to this recommendation unless he or she has waived that right.

1. How long and in what capacity have you known the applicant? \_\_\_\_\_

2. Please rate the applicant relative to other students or employees whom you have known in the same field in recent years by placing an "X" on the point that best represents where the candidate lies on the continuum with 5 being 'exceptional' and 1 being 'poor'.

	Not Observed	5	4	3	2	1
Academic performance		●	●	●	●	●
Intellectual potential		●	●	●	●	●
Initiative		●	●	●	●	●
Communication skills: oral		●	●	●	●	●
Communication skills: written		●	●	●	●	●
Ability to analyze a problem and formulate a solution		●	●	●	●	●
Creativity		●	●	●	●	●
Leadership potential		●	●	●	●	●
Self-discipline		●	●	●	●	●
Motivation for graduate study		●	●	●	●	●

3. We believe that such personal qualities as intelligence, maturity, emotional stability, sensitivity, resourcefulness, initiative, follow-through, sound judgment, and a concern for the well-being of others are important for successful professional practice in social work. Please assess the applicant's academic and/or professional promise within this context. If you can compare the applicant with others who have attended this school or who are applying for admission, we would welcome such a comparison. (Feel free to attach a separate letter with this reference form.)

4. Summary Evaluation (please check only one)

- \_\_\_\_\_ I strongly recommend this applicant for admission and believe that he/she has the capability to perform at a superior level.
- \_\_\_\_\_ I recommend this applicant for admission and believe his/her performance will be comparable to that of most graduate students.
- \_\_\_\_\_ I think that the applicant's qualifications are marginal, but if admitted, the applicant would greatly benefit from study in the program.
- \_\_\_\_\_ I do not recommend this applicant for admission to the School of Social Work master's program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_ Degree \_\_\_\_\_

Position \_\_\_\_\_ Employer \_\_\_\_\_

Business Address  
\_\_\_\_\_  
(Street and No.)  
\_\_\_\_\_  
(City) (State) (Zip Code)

May we call you for additional information? Yes  No  Phone: \_\_\_\_\_  
(Area code & number)

**Referent:** Please return your letter of reference directly to the applicant in a sealed envelope. Please sign the sealed envelope on the back over the closed flap.

**Applicant:** This letter of reference for the M.S.W. program should be from someone who has first-hand experience of your work in the field of social work or human services, regardless of whether your work was on a paid, volunteer or practicum basis. The person who completes this reference may or may not be one of your four references for the Ph.D. program.