

## **MSSW Application Agreements Packet**

Read, sign, initial, and date where indicated for all Agreements:

1. Academic Dishonesty Statement
2. Title IX/Clery Act Notification Acknowledgement
3. Release and Waiver for Admission to the Kent School of Social Work
4. Ethical Standards of Behavior Agreement (submit additional document if needed)
5. Personal Commitment and Synchronous Class Agreement
6. Technology Agreement for MSSW Program
7. Practicum Agreement
8. SONIA Practicum Site Authorization

All forms must be completed and signed. Typing your name and emailing document directly to [gradadm@louisville.edu](mailto:gradadm@louisville.edu) is acceptable.

**FULL NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## 1. Academic Dishonesty Statement

Academic dishonesty is prohibited at the University of Louisville. In keeping with this policy, I certify the material contained in this application is solely my work and that I have neither cheated nor plagiarized in its creation.

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

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## 2. Title IX/Clery Act Notification Acknowledgement

In writing and submitting my Writing Sample, I acknowledge the following statement: Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain confidential support from the PEACC Program (852-2663), Counseling Center (852-6585), and Campus Health Services (852-6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111).

**Disclosure to University faculty or instructors of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University- sponsored program, or involving a campus visitor or University student or employee (whether current or former) is not confidential under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University's Title IX officer.**

For more information, see the Sexual Misconduct Resource Guide:

<http://louisville.edu/hr/employeerelations/sexual-misconduct-brochure>.

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

### 3. Release and Waiver for Admission to the Kent School of Social Work

I, full name: \_\_\_\_\_, having made application for admission to the University of Louisville Kent School of Social Work (hereinafter University), hereby authorize the University to obtain any information and records available pertaining to, and in any manner related to, my enrollment at all colleges and universities listed below (hereinafter Institutions). This release includes copies of any education records including, but not limited to, academic, attendance, personal history and disciplinary records. I further authorize the University to contact any employees of the Institutions to obtain verbal and written information concerning me. I hereby release the University and the Institutions including any of their officers, directors, trustees or employees, individually and collectively, from any and all liability for damage of any nature whatsoever and of whatever kind which may at any time result to me, my heirs or assigns because of compliance with this authorization. A copy of this RELEASE and WAIVER shall be honored as an original.

List ALL colleges and Universities attended at any time, with student ID:

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

## 4. Ethical Standards of Behavior Agreement

The National Association of Social Workers (NASW) Code of Ethics (Section 4.05a Impairment) states that social workers should not allow their own personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interest of people for whom they have a professional responsibility. Engaging in ethical standards of behavior is important to your admission to the Kent School of Social Work, your ability to obtain a practicum in the MSSW program, your ability to remain in good standing during graduate school and your subsequent employment as a social worker. Many practicum sites require background checks and periodic drug screenings. Any negative findings that affect agency placement may also prevent successful completion of the requirements for the degree and your ability to graduate. Please note that convictions for criminal offenses or frequent traffic violations may preclude one's ability to be licensed as a social worker in many states. Applicants should consider these barriers in their educational planning. Failure to answer truthfully and completely the questions on this application could lead to dismissal from the Kent School. Candor is essential.

These questions are continuing in nature; if any answer becomes inaccurate or incomplete due to subsequent events, please file an amendment with the Kent School Admissions Office. Once enrolled, please file any amendment with Kent School's Associate Dean of Academic Affairs.

**Please answer the following questions. If the answer to any of these questions is "yes," please explain on a separate addendum or electronic attachment in narrative form.**

1. Have you ever been convicted of a felony, misdemeanor, or probation violation?  
Yes/No: \_\_\_\_\_
2. Have you ever been discharged, disciplined or asked to resign from a job or any service program for reasons of dishonesty, malfeasance or any other reason reflecting on your job performance?  
Yes/No: \_\_\_\_\_
3. Have you ever received less than an honorable discharge from the armed forces?  
Yes/No: \_\_\_\_\_
4. Have you even been convicted of violating an honor code or code of conduct at an academic institution or place of employment?  
Yes/No: \_\_\_\_\_

Sign off on Ethical Standards of Behavior agreement on next page →

## **Ethical Standards of Behavior Agreement** continued

I hereby certify that the information given on this application is accurate and complete. I understand that failure to answer any question fully and accurately on this application, or any failure to supplement an answer when required, may result in denial or revocation of admission, or in dismissal from the Kent School. I understand that the Kent School reserves the right to terminate the enrollment of any student who engages in behavior violating the National Association of Social Workers (NASW) Code of Ethics. I agree to abide by the NASW Code of Ethics.

**Discovery of any falsified answer to any questions on this or any other section of the application after matriculation may result in dismissal.**

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

## 5. Personal Commitment and Synchronous Class Agreement

The University of Louisville's Delphi Center for Teaching and Learning states a successful online learner:

- Is self-directed and mature.
- Is honest and possesses integrity.
- Checks their course website on a daily basis.
- Is an effective reader and writer because they will have to communicate often in writing with colleagues and instructors.
- Is eager to participate in online discussions.
- Is a good time manager and can balance work, family, school and other obligations.
- Is methodical in doing assignments and submitting assignments on or before the due dates.
- Is an effective problem solver.
- Is comfortable doing research on the internet.
- Has a back-up plan in case they experience a computer malfunction in order to complete assignments in a timely manner.

In addition to the aforementioned list, successful online learners in the MSSW program at the Kent School must also:

- Commit approximately 4 hours per credit hour per week to read, participate and complete course assignments.
- Adhere to & uphold National Association of Social Workers Code of Ethics at all times: <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>.
- Participate in two academic years of practicum working in a human services organization for approximately 18 hours each week during the same business hours that the practicum supervisor is working (normally 8am-5pm, M-F); requiring your own transportation for commuting to practicum placement agencies, possibly making in-home visits to clients, visits to other social service agencies in the community, attending court hearings, etc.; reading and handling client records and writing/documenting information within hard copies of agency records, and writing formal reports; oral interviews in person and via phone contacts.\*
- Acknowledge that you will be required to participate in synchronous class sessions in MSSW online courses taken at the Kent School.

## **Personal Commitment and Synchronous Class Agreement** continued

**If accepted into the Kent School of Social Work's MSSW program, I understand that my success in any online courses is dependent on my commitment to the Delphi Center and Kent School's aforementioned guidelines and agree to participate in synchronous class sessions as required.** This agreement is required for all students, regardless of intention to take or not take online courses.

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

\*If any accommodations are needed to successfully complete practicum, the applicant should consult with The Kent School's Director of Field Education Lynetta Mathis, before applying to the MSSW program. The focus of the consultation will be to assess the likelihood of obtaining and successfully completing a practicum given the applicant's unique accommodations. Successful completion of 950 hours in practicum is a required component of obtaining the MSSW degree. Requests will be considered on a case-by-case basis and may require referral to and consultation/collaboration with the U of L Disability Resource Center.

## 6. Technology Agreement for MSSW Program

The following statements identify the technology requirements as recommended by UofL's Delphi Center for Teaching and Learning. These requirements were developed to assist the MSSW applicants in understanding the necessary technology for optimal performance in Kent School's online learning environment. Specifications and configurations that are different from those listed below could still adequately perform functions of the virtual classroom related software. MSSW Technology Agreements:

- If I take any classes on campus, I must provide my own laptop computer. Initial: \_\_\_\_\_
- I have a personal computer with which I have administrative rights (the ability to download software, change firewalls and other security settings).  
*Note: Work computers, library computers, lab computers and any other guest accessible computers may have security restrictions that can interfere with the ability to utilize certain software that may be used by some Kent faculty.*  
"Yes" or "No, but I will obtain if admitted": \_\_\_\_\_
- I have a broadband internet connection (not dial-up) and the speed of my connection is 1.5 Mbps or higher (for upload).  
*Note: Dial up or lower DSL connection rates will result in insufficient bandwidth to perform many functions in the synchronous\* online environment and will affect the performance of others in the class.*  
"Yes" or "No, but I will obtain if admitted": \_\_\_\_\_
- I have the capacity for a wired connection.  
*Note: Due to the nature of some of virtual classroom related software, a wired connection is preferred or a known high quality wireless connection. Wireless connectivity can vary widely depending on the router and network being connected to, environmental conditions, location changes of the PC to router, etc. If using an uncertain public wireless connection such as at a coffee shop, public building or library– there can be inconsistency in the signal resulting in temporary loss of connection.*  
"Yes" or "No, but I will obtain if admitted": \_\_\_\_\_
- I have a backup plan in case I experience a computer or internet malfunction.  
"Yes" or "No, but I will obtain if admitted": \_\_\_\_\_
- My personal computer has 2 GB or higher of RAM.  
"Yes" or "No, but I will obtain if admitted": \_\_\_\_\_



## Technology Agreement for MSSW Program continued

- My personal computer has sound and video cards or my personal computer has built in sound and video on the motherboard with an external microphone and speaker connections and video input.

“Yes” or “No, but I will obtain if admitted”: \_\_\_\_\_

- I have a webcam, either internal or external, and a headset with a mic.

“Yes” or “No, but I will obtain if admitted”: \_\_\_\_\_

- I have Microsoft Office 2010 or higher.

*Note: If accepted, you will have access to a FREE download of Microsoft Office here:*

<https://louisville.edu/email/office-365-proplus-for-students>

“Yes” or “No, but I will obtain if admitted”: \_\_\_\_\_

**For Windows users, please answer the following questions. If you are a Mac user, please skip to next section. Windows users:**

- I have a Windows XP or higher as my operating system.

“Yes” or “No, but I will obtain if admitted”: \_\_\_\_\_

- I have a Dual core processor 2.0 Ghz or above.

“Yes” or “No, but I will obtain if admitted”: \_\_\_\_\_

- I will keep my browser/s (Firefox, Internet Explorer or Google Chrome) updated to the latest version.

“Yes” or “No, but I will obtain if admitted”: \_\_\_\_\_

- I have Java version 1.6 or higher.

“Yes” or “No, but I will obtain if admitted”: \_\_\_\_\_

## Technology Agreement for MSSW Program continued

For Mac users, please answer the following questions. Mac users:

- I have Lion OSX 10.5 or higher.  
“Yes” or “No, but I will obtain if admitted”: \_\_\_\_\_
- I have a Core i5 or higher computer processor.  
“Yes” or “No, but I will obtain if admitted”: \_\_\_\_\_
- I have Safari, Firefox, or Google Chrome browsers and keep it/them updated to the latest version.  
“Yes” or “No, but I will obtain if admitted”: \_\_\_\_\_

**Synchronous online classes require students to participate in a virtual classroom during a specified time. If you enroll in any online MSSW courses, you will be required to participate in synchronous class sessions during the course.**

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

## 7. Practicum Agreement

MSSW practicum hours (450 hours for Foundation, 500 hours for Advanced) are needed to fulfill field education requirements. MSSW students, especially those residing outside of Kentucky, may need additional time to consider their practicum placement options and confirm their practicum placement. Please carefully read the following information and initial to indicate your understanding.

1. If I am applying for an Advanced Practicum in a specialization and choose a curriculum plan with a practicum placement in my first semester, I must fully complete my MSSW Application by December 15th and submit the Field Application within two weeks of receipt of the Kent School acceptance letter. Initial: \_\_\_\_\_
2. I understand if I am admitted to a specialization, the Field Office will make every effort to secure a practicum placement to meet the requirements for a specialization; however, if no qualified site is located in my area, I understand I may need to drop the specialization. Initial: \_\_\_\_\_
3. I will work with Kent School practicum staff for guidance and assistance in establishing my practicum placement, and I will work to identify possible appropriate practicum agencies in my community (if there are no established agencies near me. Initial: \_\_\_\_\_
4. I understand that certain locations, especially rural areas, may have few or no human services agencies, and I may be required to commute to an adjacent town in order to complete my field hours in an appropriate practicum placement. Initial: \_\_\_\_\_
5. I understand evening/night/weekend hours are rarely available for practicums due to the availability of MSW qualified practicum supervisors and qualifying tasks and responsibilities. I understand I am not guaranteed an evening/night/weekend practicum, and I should be prepared to plan my schedule for a daytime practicum. Initial: \_\_\_\_\_
6. I understand if I relocate during the placement process, before the Practicum begins I may need to change curriculum plans. Initial: \_\_\_\_\_

Completed Practicum agreement on next page →

7. I understand if I relocate requiring agency change during the practicum placement, this may significantly delay my graduation. Initial: \_\_\_\_\_
8. I understanding I must:
- Meet the field deadlines for submission of paperwork i.e. application and practicum placement agreements
  - Complete field consultation with assigned coordinator
  - Check UL email and respond to email and voicemail within 72 hours to facilitate timely placement. Initial: \_\_\_\_\_
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## 8. SONIA Practicum Site Authorization

I affirm my participation in Kent School of Social Work's Field Education Program, and I hereby grant my social work practicum site an appropriate FERPA authorization so my assigned task supervisor and/or field instructor can review work/materials for my practicum courses. I understand the practicum site is not to share my information with other third parties outside the University of Louisville faculty and staff without my permission.

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