

UNIVERSITY *of* PENNSYLVANIA

# SP2

**RECRUITMENT MANUAL**  
**ACADEMIC YEAR 2017-2018**



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## I. Introduction

The purpose of this manual is to provide an overview of the School of Social Policy & Practice (SP2), update you on recent developments, and prepare you for upcoming recruitment events. **Please do not make any promises/commitments to students on behalf of the School.** If students have questions you are unable to answer, please refer them to Mary Mazzola, Associate Dean of Enrollment Management, or Adiza Ezell, Associate Director of Admissions and Recruitment. Mary can be reached at 215-898-5550 or [mmazzola@upenn.edu](mailto:mmazzola@upenn.edu). Adiza's contact information is (215) 898-5521 or [adiza@upenn.edu](mailto:adiza@upenn.edu). Additionally, the School's website is a valuable source of information ([www.sp2.upenn.edu](http://www.sp2.upenn.edu)).

## II. Overview of SP2

Penn's School of Social Policy & Practice (SP2) is one of the 12 professional and graduate schools at the University of Pennsylvania. The School offers five degree programs: Master of Social Work (MSW), Masters in Social Policy (MSSP), Masters in Nonprofit Leadership (NPL), Doctorate in Clinical Social Work (DSW), and PhD in Social Welfare.

**Characteristics that currently distinguish SP2 from other schools include:**

- The School is part of an **Ivy League University** (one of two Ivy League Universities that offer an MSW). Penn is acclaimed internationally for its academic excellence. It is located on an urban campus; both the city and the University have a rich history and outstanding cultural, intellectual, and recreational resources.
- **The Penn Advantage** (see above). The University has a world class library, offers many insightful lectures from scholars from around the world, and welcomes students from around the globe.
- Students enrolled in one of the master level programs **are able to take elective courses in other graduate and professional programs at Penn**. Courses must be graduate level and academic advisors must approve the courses.
- The MSW program throughout its rich history has been committed to **promote social justice and work towards the elimination of various forms of oppression**. Courses on racism and oppression are an integral part of the School's curriculum.
- For the MSW program field placement is a vital part of the learning experience. Students are in the field **three** days a week. Some schools require fewer hours in the field, while still meeting accreditation requirements by CSWE.
- The MSW program offers both **clinical and macro concentrations**.

### III. Description of the Programs

Penn's School of Social Policy & Practice offers five degree programs: Master of Social Work (MSW), Master of Science in Social Policy (MSSP), Master of Science in Nonprofit Leadership (NPL), Doctorate in Clinical Social Work (DSW), and PhD in Social Welfare. The School prepares students to address societal problems at the local, national, and international level.

#### **Master of Social Work (MSW) Program**

The program leading to a master's degree in social work (MSW) builds on a liberal arts foundation and is designed to prepare social workers for leadership roles in developing and providing services to individuals, families, groups, communities and organizations. The MSW Program is fully accredited by the Council on Social Work Education.

The MSW curriculum integrates the development of practice skills with research, the study of specific social problems and policies, theories and methods of social change, knowledge about human relationships, and individual and societal responses to institutional racism and other "-isms."

SP2 offers opportunities for full- and part-time study, as well as an Advanced Standing and One-Year Residency program. In addition, the school offers several **dual degree programs**, where students can earn their MSW in combination with:

- Master in Business Administration (MSW/MBA)
- Juris Doctor Program (MSW/JD)
- Master of Bioethics (MSW/MBE)
- Master of City Planning (MSW/MCP)
- Master of Law (MSW/ML)
- Master of Public Administration (MSW/MPA)
- Master of Public Health (MSW/MPH)
- Master of Science in Criminology (MSW/MS)
- Master of Science in Education (MSW/MSEd)
- Master of Science in Social Policy (MSW/MSSP)
- Master of Science in Nonprofit Leadership (MSW/NPL)
- PhD in Social Welfare (MSW/PhD)
- Bachelor of Arts (BA/MSW).

In addition, the School offers the following **certifications and specializations**:

- MSW/ Home-School Visitor Certification
- MSW/Certificate in Jewish Communal Service
- Child Well-Being and Child Welfare Specialization (CW2)
- Goldring Reentry Initiative (GRI)
- Ann Nolan Reese Penn Aging Certificate (PAC)
- Global Human Rights Certificate
- Criminal Justice Specialization
- Cohen Veterans Network

The curriculum consists of one year of foundation study followed by a year of advanced study (if matriculating full-time; if part-time the foundation and advanced courses are spread over the course of three years, including summers). Core requirements include courses in social work practice, research, social policy, individual and social processes, and institutional racism. Students spend two days per week in the classroom (taking four classes per semester for full-time study, and two classes for part-time) and three days a week in field practice (two days over a longer period of time the second and third year for part-time students). In the **advanced year**, students select one of two concentrations: direct practice or macro practice. Students complete required and optional courses focusing on knowledge and skill development in a specific area of interest, utilizing particular modes of social intervention.

The **Advanced Standing** program is designed for exceptional BSW students who have graduated from a CSWE-accredited BSW program within the past five years. A limited number of students are accepted into this program. Students in Advanced Standing begin graduate studies in the summer, followed by two semesters of full-time study in the academic year. In order to enroll in the fall, students must satisfactorily complete the two required summer courses and achieve satisfactory performance in the no-cost Integrative Practice Seminar and field placement.

The **Employed Practitioner Program** is a three-year MSW program for experienced professionals who work full-time in a social service agency and have successfully completed the probationary period of employment. Applicants must be under the supervision of an MSW with substantial experience and must want to pursue an MSW on a part-time basis while continuing to work and be supervised at their place of employment. The Employed Practitioners Program is similar to the Part-time Program, but offers students the advantage of completing their foundation and advanced year field placements at their place of employment.

## Master of Science in Social Policy (MSSP) Program

The University of Pennsylvania School of Social Policy and Practice offers a master's degree in social policy. Social Policy addresses social problems, such as economic and education inequality, racial and health disparities, and other similar problems through policy. The MS in Social Policy Program is designed to prepare students for leadership positions in:

- Analyzing and shaping social policy at the local, national and international levels;
- Promoting fuller integration of social policy between and across various sectors of social life;
- Promoting more humane and equitable responses to the needs of historically vulnerable population groups—including children and youth, the aged, the poor, persons with serious emotional and physical limitations, members of minority groups, and other populations of special interest to social welfare.

The program is designed for:

- Early and mid-career professionals engaged in policy work in the social and human services who are seeking to enhance their skill set;
- Recent recipients of a bachelor degree in the social sciences who wish to develop policy skills;
- Students pursuing other advanced degrees at Penn who wish a graduate degree in social policy may be able to do it in combinations with the following degrees: Bachelor of Arts,

Master of Social Work, Master of Public Administration, Master of Public Health, and Juris Doctorate.

The MS in Social Policy is an 11 month program spanning three semesters of study. Courses in the full-time MS in Social Policy program begin in August and continue through July. The content of the 10 credit unit (CU) program is divided between: a) required courses (6 CUs); b) two thematic electives related to the student's choice of a specialized area of social policy analysis (2 CUs); and a two-semester Capstone Seminar (2 CUs) which will culminate in the preparation of a graduate-level Capstone Seminar Report (CSR) on a social policy topic of specialized interest to the student. Students have the opportunity to practice their policy analysis skills and gain work experience through a required policy internship. Connected to the Capstone is the advanced social policy internship of at least 15 hours per week, over a 6-8 week period, in an organization linked to the student's area of specialized study in social policy (0 CU). The 6-8 week internship is structured on the basis of individual student interests and past social policy experience(s). When appropriate, students may complete the internship requirement at their current place of employment. Internships may occur anywhere in the United States or in another country best suited to the learning objectives of the student. In every case, the policy internship must consist of a minimum commitment of 150 hours.

In every case, the student's progress in meeting the program's requirements will be guided by a written Individualized Educational Plan (IEP) developed jointly by the student and the student's academic advisor.

### **MSSP Program + Data Analytics**

The MSSP program + Data Analytics for Social Policy Certificate (MSSP + DA) is a 12-course, three-semester offering started in AY 16-17. MSSP + DA provides cutting edge training for the growing and highly needed professionals of data analytics for social policy.

Specifically, the MSSP + DA curriculum provides students with the core policy courses. The MSSP + DA curriculum also provides students with core training and skills in the conceptual foundations of data analytics, programming of data structures, applications of machine learning and predictive analytics, spatial analytics, and the data processing techniques for web scraping, and data visualization for a broader public audience. Students will learn program languages such as SAS, R, Java, Python, GIS, and ArcGIS for the processing, cleaning, and analyzing of digital data for social policy.

Throughout the program, the data analytic material is taught in relationship with the various theories, approaches, and domains of social policy analysis. The MSSP + DA also provides students with competitive and cutting-edge opportunities for policy internships in data analytics, positioning graduates to work in the fast growing and developing world of data analytics for social policy.

The full-time course of study will be completed in three to four semesters, providing an intensive and competitive program and comprehensive skill training in data analytics for social policy. NO VARIATION OR EXTENSION IN THE MSSP PROGRAM PLUS DATA ANALYTICS FOR SOCIAL POLICY CERTIFICATE (MSSP + DA) IS POSSIBLE.

Students MUST Satisfactory complete a non-credit graduate-level introductory Statistics course prior to the start of the semester. This course will be offered as a free massive open online course (MOOC).

## MSSP + DA ADMISSIONS CRITERIA

MSSP + DA Admissions criteria are the same as the criteria for the standard MSSP program with these differences:

- One year of post-baccalaureate professional work experience is required.
- The required application essay should address the applicant's particular interest in the MSSP program +DA certificate.
- Enrollment in MSSP + DA will be limited to ten (10) students for Academic Year 2017-18. Applicants to the MSSP + DA may be eligible for and accepted into MSSP (alone) even if they are not accepted into the MSSP + DA.

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For questions, please refer students to Azahara Palomeque, Associate Director of the MSSP program, at (215) 573-4977 or [azaharap@upenn.edu](mailto:azaharap@upenn.edu).

## Master of Science in Nonprofit Leadership (NPL) Program

Penn's School of Social Policy & Practice offers a master's degree in Nonprofit Leadership that can be completed either full-time or part-time. This graduate program welcomes individuals who are bright, passionate and energized by the possibility of taking bold actions for social change.

The program's goal is to educate the next generation of leaders and entrepreneurs who will help transform nonprofits, social enterprises, international NGOs, educational systems, businesses, civic associations, government, social service agencies, art and cultural institutions, foundations, and advocacy and volunteer organizations.

Students enrolled in the Nonprofit Leadership Program take a total of ten (10) graduate courses: four NPL core courses from a choice of seven, four NPL options from about a dozen courses, and two electives from any graduate school at the University. Participants are assigned an academic advisor who will guide them in their choice of electives from a large array of options offered by Penn's diverse graduate and professional programs. Each student is encouraged to build the competencies they will need throughout their careers.

The program is designed to serve:

- Serious nonprofit professionals who want to build their skills and prepare for leadership;
- Professionals in the areas of business, law, social work, education, health care and others seeking to make a mid-career shift into nonprofit leadership;
- Individuals preparing to enter a career in the nonprofit or social impact sector;
- International applicants looking to enhance their leadership and management skills and learn more about the nonprofit sector; and
- Anyone with a passion for social innovation and impact.

In addition, the school offers **dual degree programs**, where students can earn their NPL in combination with:

- Juris Doctor Program (NPL/JD)
- Master of Public Health (NPL/MPH)
- Master of Social Work (NPL/MSW)
- Bachelor of Arts (BA/NPL)

## NPL Hybrid Program

The NPL Hybrid Program combines on-campus and online elements in an 11-month masters that enables students to address social impact challenges while working full-time or developing their own organizations from anywhere in the United States.

### Program Structure

- NPL Hybrid students complete 10 credit units (CUs) to graduate in 11 months. The program begins with two (2) CUs and cohort building in Summer I on-campus. Students then take three (3) CUs in the Fall Semester and three (3) CUs in the Spring Semester. The program wraps up with two (2) CUs, capstone presentations, and a graduation ceremony in Summer II.

### Curriculum

- The NPL Hybrid curriculum prepares you to transform nonprofits and social impact organizations. Summer I on-campus courses cover Volunteer Management and Design Thinking for Social Impact. Fall and Spring online courses cover Nonprofit Governance & Management, Social Entrepreneurship, and Social Finance as well as electives in ethics, fundraising, marketing, branding, evaluation, and more. Summer II on-campus courses cover Leadership and Research Methods for Social Impact.

Questions about the program contact Adam Roth-Saks, Associate Director for the program at (215) 898-1857 or [adamsaks@upenn.edu](mailto:adamsaks@upenn.edu).

## Doctorate in Clinical Social Work (DSW) Program

The post-MSW Doctorate in Clinical Social Work (DSW) program is for individuals interested in advancing their clinical knowledge and becoming leaders in clinical practice and teaching.

Penn's Clinical DSW differs from other social work doctorates in that it is a *professional practice degree*, designed to prepare students for advanced clinical practice and university-level teaching. It is the first professional practice doctorate of its kind in the country. Geared toward working professionals, the DSW is an intensive accelerated program that enables students to satisfy all degree requirements-- coursework and dissertation-- in three years, **without career disruption**.

The Penn DSW curriculum offers working professionals an Ivy League experience wherever they are. Courses are taught through a combination of synchronous (real-time) online interactive video instruction and periodic on-campus immersion.

Students begin the program with a five day immersion experience on Penn's Philadelphia campus at the start of the fall semester (late August). During this residency period, students attend their first classes and participate in a variety of activities that immerse them in the Penn experience and prepare them for the DSW program. The remaining residency periods meet Friday-Saturday on Penn's campus. Students who are able to travel to campus more often are invited to do so to use the library, meet with faculty, and take advantage of other campus resources and activities.

Classes meet two evenings each week for two hours. The classes are taught using advanced video technology that allows everyone to be seen and heard, closely approximating a physical classroom experience.



The program's innovative format means fewer missed work days for students and allows us to bring in world class teaching faculty from around the country.

The courses and modules focus on clinical practice, clinical research, and teaching and are taught by Penn faculty and nationally recognized scholars and experts.

#### Who is the DSW Program for?

- Agency-based practitioners
- Medical social workers
- School social workers
- Private practitioners
- Other social workers with at least 2 years post-MSW direct practice experience

The University of Pennsylvania School of Social Policy & Practice is committed to the enhancement of clinical social work practice through the development of a program of advanced study. The goal of this program is to meet four areas of perceived need within the domain of social work:

- Enhance and develop new clinical social work knowledge;
- Enhance the quality of social work practitioners in order to meet arising challenges and new social problems in an environment that demands the ability to apply the newest and most comprehensive clinical knowledge;
- Provide a new cadre of doctoral-level practice professors who will be able to teach high-level practice courses and who will engage in clinical research; and
- Enhance the status of social work as a profession, as well as that of social work practitioners.

The DSW program is a full-time course of study with no part-time study option available. The Penn DSW curriculum begins with a two-semester foundation that spans clinical theory and research. These core courses engage students in high level learning that challenges them to think methodically, critically, and creatively about social work theory and practice. In the final two years of the program, the curriculum is organized into “clusters.” These clusters consist of course modules, intensive one- to two-day learning experiences taught by faculty experts from around the country.

There are six clusters: Theory-based Practice Approaches; Group Dynamics and Trauma; Issues and Interventions with Particular Populations; Teaching, Supervision, and Leadership; Ethics, Electives, and Dissertation Seminars; and Professional Development Seminars.

Topics included in the clusters are: Relational Social Work; CBT with Diverse and Under-served Populations; Psychodynamic Diagnosis; Relational-Cultural Theory; Group Dynamics; Trauma-informed Theory and Interventions for Classic and Complex Traumatic Stress Disorders; Organizational Stress and Trauma; Interventions with Inner City Youth; Substance Abuse Treatment: The ‘Highs’ and the Lows; Psychotherapy with Couples; Perspectives on Child Welfare; Social Work Practice with Sexual Issues; Biases and Disparities in Mental Health Diagnosis and Treatment; Teaching Social Work Practice; Pedagogy; Leadership for Change; Social Work Supervision; Ethics, Dissertation Seminars, and Electives.

In collaboration with their dissertation mentors and later with their dissertation committees, students begin developing a dissertation topic in the first semester of the DSW program. Through a closely mentored, tightly structured process, students complete an original work of scholarship that makes a contribution to the clinical social work literature and knowledge base. The dissertation engages students in deep study and positions them as knowledge experts in their content area.

For questions, please refer students to Dr. Lina Hartocollis, DSW Program Director, at (215) 898-5503 or [lhartoco@upenn.edu](mailto:lhartoco@upenn.edu).

## **Doctor of Philosophy in Social Welfare (PhD) Program**

The PhD in Social Welfare is an interdisciplinary program that prepares students to be scholars, researchers, and leaders in the field of social welfare. The program emphasizes the development of an individualized educational plan that builds on areas of faculty expertise and student interest and advances the knowledge development needs of the field.

Each year, the program accepts between three and seven students who have a proven record of academic excellence. The goal of the program is to train scholars, and it is geared for people interested in the pursuit of intellectual and scientific inquiry.

For questions, please refer students to Dr. Femida Handy, Faculty Director PhD program, at (215) 573-2660 or [fhandy@upenn.edu](mailto:fhandy@upenn.edu)

## **IV. Financial Aid**

Financial aid is based on merit and need and is available for all SP2 master's programs. Limited scholarship aid is also available for the Clinical DSW program. More than 90 percent of MSW students receive scholarship support directly from SP2. The School recognizes merit by offering a range of scholarships to those who qualify. The merit of the application is determined by the interview assessment as well as the faculty review.

The application for school-based scholarships is integrated into the application for admission; there is no separate application for school-based aid, though applicants would need to file a FAFSA in order to be eligible for federal aid. Potential students are heavily counseled on the availability of flexible loan repayment and forgiveness programs for federal student loans.

The primary focus of our scholarship program is to recruit a talented and socio-economically diverse class of students. As SP2 charges high tuition, the scholarship program is also focused on keeping our programs competitive with the costs of our peers.

The PhD program provides aid in the form of merit fellowships and graduate assistantships, which enable students to gain teaching experience and to collaborate with members of the faculty on research projects. Further information on SP2's financial aid program and tuition costs can be found at <http://www.sp2.upenn.edu/admissions/tuition-fees/>

For questions, please refer students to Karima A. Williams, Director of Financial Aid at (215) 746-1300 or [finaid@upenn.edu](mailto:finaid@upenn.edu).

## V. Frequently Asked Questions

### A. Admission Procedures (All Programs)

#### 1. When does the application open? How long do I have to apply? What is the deadline?

The online application for all master's and doctoral programs opens in mid-September of the year prior to your first term at SP2. Visit our website ([www.sp2.upenn.edu](http://www.sp2.upenn.edu)) and click on the "Apply Now" button to get started.

All three of our master's programs (MSW, MSSP, and NPL) accept applications on a rolling basis: the application for each program will remain open until we have filled that program's entering class. The priority deadlines for all programs are as follows:

*Advanced Standing MSW:* January 15<sup>th</sup>  
*Full-Time and Part-Time MSW:* January 25<sup>th</sup>  
*NPL:* February 1<sup>st</sup>  
*MSSP:* February 1<sup>st</sup>

Even if these dates have passed, it is likely that we have seats remaining in the entering class, and we encourage you to submit your application as long as the application to your program of choice remains open. The sooner your application is complete, the sooner we will be able to render your admissions decision.

Unlike our master's programs, our two doctoral programs (PhD and DSW) do not have rolling admissions policies. In order for your doctoral application to be considered, we must have received all transcripts, official test scores and letters of recommendation by the following deadlines:

*PhD in Social Welfare:* December 15<sup>th</sup> (application); January 15<sup>th</sup> (test scores & letters of recommendation) *Clinical DSW:* February 15<sup>th</sup>

If you apply to a master's program by 11:59 PM (Pacific Time) on December 31<sup>st</sup>, you will be able to avail yourself of a reduced application fee of \$25. After December 31<sup>st</sup>, the application fee for all masters' programs increases to \$65.

The DSW application fee is \$65 all year; the Ph.D. application fee is \$80 all year.

#### 2. How do I apply for scholarships and financial aid?

There is no separate application for Penn School of Social Policy & Practice (SP2) financial aid, which consists primarily of merit-based scholarships and of need-based grants. Simply indicate in the online application that you would like to be considered for financial aid, provide some basic financial information, and we will evaluate your application for both need-based grants and merit-based scholarships. Should you be offered admission, your acceptance letter will include information about your total award from SP2.

### 3. Will applying for financial aid impact my admissions decision?

Not at all. Our admissions decisions are made on a “need-blind” basis without regard for an applicant’s request for financial aid consideration. Requesting consideration for school-based scholarships and grants, therefore, has absolutely no negative impact on an applicant’s chances for admission.

### 4. How do I submit my transcripts?

Applicants must submit transcripts detailing all undergraduate and postgraduate study via the online application. This includes coursework conducted at an applicant’s degree-granting institution(s) as well as in study abroad programs and at institutions out of which an applicant may have transferred.

Applicants should upload copies of their official transcripts (i.e. *not* screenshots from a student record or student grade system) that clearly displays their name, dates of enrollment, the names of all courses in which they enrolled, and the credits and grades awarded for each class. Applicants *should not* mail hard copies of transcripts to the School for purposes of application review.

Applicants who have taken one year or more of coursework outside of the United States must also submit a third-party evaluation of their international transcripts.

Applicants who are admitted to and choose to attend SP2 will be required to send official copies of all academic transcripts prior to matriculation.

### 5. One of my recommenders is having trouble submitting his or her letter of reference. What can he or she do to submit it?

When you designated your three references in the online application, they received emails to the addresses you provided prompting them to access your application and submit letters of recommendation on your behalf. Occasionally, these automatic emails are directed to a recipient’s spam folder; if your recommender has not received the email, he or she should check to ensure that it wasn’t marked as spam. He or she should then create an account by following the link provided and submit the letter to your file.

If your reference cannot find the initial email, you can sign-in to your application and re-send the request for a recommendation to your reference, updating his or her email address if necessary.

If a recommender is still having trouble accessing our online application module, he or she must follow the instructions at [http://www.upenn.edu/provost/graduate\\_admissions/offline\\_recommendation](http://www.upenn.edu/provost/graduate_admissions/offline_recommendation) in order to mail his or her letter to us. Once we receive the letter, we will upload it manually.

**Please note:** we *strongly prefer* that recommenders submit letters through the online admissions system. Your recommender should submit his or her letter through the mail only

if he or she is **UNABLE** to do so through the online system. Also note that the review of your application will likely be delayed if your letters do not come through the online system.

**6. I am interested in applying to a dual-degree program. Can I complete one application for both parts of the program?**

Whether you are applying to a dual-degree program entirely internal to SP2 (MSW/MSSP or MSW/PhD in Social Welfare), or a dual-degree that involves matriculating into any other school or department at Penn, you will need to complete two separate applications. These applications will be reviewed independently of one another. You will need to complete both the SP2 application and the application to the second school (or SP2 program), which will involve paying two application fees and uploading two sets of supplementary materials (personal statement, writing sample, resume, transcripts, and letters of recommendation).

More in-depth programmatic and contact information on all of our dual-degree programs can be found on the MSW and MSSP pages of SP2's website.

**7. I studied abroad as an undergraduate and completed a semester or a year's worth of coursework outside of the United States. Do I need to provide a transcript from my study abroad institution? Does it need to be evaluated by WES, AACRAO, or Educational Perspectives?**

While we *do* require transcripts reflecting the credits and grades earned for all of your prior coursework—including coursework undertaken while abroad—we *do not* require third-party evaluation of foreign transcripts covering a year or less of study. As long as it includes the course names, credits, and grades from your time abroad, we will accept either a transcript from your home institution or an unevaluated transcript directly from your study abroad institution.

**8. I am an international applicant who spent time working or studying in the United States. Do I still need to take the TOEFL?**

Yes; due to the academic rigor of SP2's degree programs, we require all applicants whose first language is not English to submit official TOEFL or IELTS scores earned within the last two years. Any applicant who protests the language exam requirement should be directed to Program-level staff, who will decide on an individual basis whether to waive the requirement. In some cases, Program Directors will grant waivers to students who have compelling reasons to exempt themselves from the TOEFL requirement; appeals for such waivers must be made to the Program Director and, if granted, must be communicated immediately to the Admissions Office.

**9. I am an international applicant, but I attended a degree program in a primarily English-speaking country other than the United States. Do I still need to have my transcript evaluated by WES, AACRAO, or Educational Perspectives?**

Yes; if your transcript is from an institution based outside of the United States, you will need to have it evaluated by a third-party evaluation service such as WES or Educational Perspectives. This applies even if your studies were conducted in English and even if your transcript is printed in English.

## B. MSW Program Admission Requirements

### 1. What are the basic requirements for admissions into the MSW program?

- A bachelor's degree with a liberal arts perspective from an accredited college or university; or a bachelor's degree in social work from an accredited undergraduate social work program. *It is expected that a liberal arts perspective includes courses reflecting that applicants have backgrounds in several of the following areas: **society, history and tradition, arts and letters, economics, formal reasoning and analysis, the living world, the physical world, and social studies.***
- Courses that contain these topics include, but are not limited to, a combination of studies in each of the following areas: the **humanities** (languages, philosophy, religion, art history, architecture, literature, classics, speech), **social sciences** (psychology, sociology, anthropology, ethnic studies, gender studies, international relations, human behavior, human development, political science, communications, education, urban planning, criminal justice), and **natural sciences** (statistics, astronomy, biology, botany, environmental studies, genetics, nutritional sciences, physics).
- Applicants who do not have a background in liberal arts or social work may be required to take liberal arts courses prior to matriculation or may not be considered for admission.
- An undergraduate record demonstrating academic achievement
- Personal qualifications such as maturity, critical thinking, good judgment, oral and written communication skills, integrity, a respect for difference, capacity for self-awareness and commitment to social work values.
- Human service delivery experience acquired through paid or volunteer activity is desirable, but not necessary.

**(Note to recruiters:** *As a large percentage of our applicants are recent college graduates, you can look for experience such as: internships, residential advising, college peer program advising, hotline/crisis work on campus, tutoring, campus organizational activity, summer work in camp counseling. We have found that many applicants follow the above path, which contributes to their decision to apply for graduate education in social work.*)

- In general, we look for a GPA of 3.0 or above. However, a GPA that is below 3.0 does not preclude your applying. We are looking for indication of intellectual capacity to master graduate level academic study. There may be extenuating circumstances that we may consider in evaluating your transcript. Apply, and we will discuss this at the time of the application interview.

**(Example of extenuating circumstances:** *An applicant with a GPA of 2.4 who completed school three years ago entered school as a pre-med major – under family pressure – bombed out in freshman and sophomore years; realized his/her own professional aspirations, and asserted that difference with the family; changed major to urban studies; grades ascended; worked in child welfare and is now applying for MSW.*)

- Application should reflect a personal maturity and stability to sustain the educational process.

- Application should reflect a beginning understanding of the social work profession.
- Three letters of recommendation: if you have graduated within the past two years, you are required to submit two academic references, and one professional; if you have graduated from college more than two years ago, you are required to submit one academic, and two professional references.

**2. What are the basic requirements for admissions into the MSW Advanced Standing program?**

- A bachelor's degree in social work from a CSWE accredited social work program. Completion of undergraduate degree must be within the past five years.
- High academic achievement. (In general we look for a 3.5 or better, but a lower GPA does not necessarily preclude you from applying.) Advanced Standing applicants should have received "B" grades or better in all of their undergraduate Social Work classes.
- Three letters of recommendation: two academic and one work reference. One reference must be from a MSW who can evaluate the applicant's performance in field placement (e.g., current or most recent practice professor or field supervisor) and must specifically recommend the applicant for the Advanced Standing program.
- Applicant must meet all other admission requirements for the MSW program.

**3. Will I have to take the GRE for admission into the MSW program?**

No, this is not a requirement for our MSW programs. We evaluate your readiness based on the materials submitted in the application (transcripts, references, written statement) and the assessment of the application interview.

**4. What information is required in an application before an assessment or interview is arranged?**

Your application is considered complete when the following has been submitted online:

- Basic information;
- Financial aid information;
- Three references (if you have been out of school for two years or less, you are required to submit two academic references and one professional reference; if you have been out of school for more than two years, you are required to submit one academic reference and two professional references);
- Transcripts from **all** undergraduate and graduate studies. (This includes transcripts from transfer schools, community colleges, summer programs, and study abroad courses.) ;
  - **Please note** that applicants are responsible for having any foreign transcripts evaluated by a third-party evaluation service such as World Education Services

(WES) or Educational Perspectives.

- Application statement prepared in response to the questions listed.

**5. Is an application interview arranged with all applicants?**

It is our policy to offer an interview to all applicants being considered for matriculation to the MSW, MSSP, NPL, and DSW programs. This will help to assure that you have been well informed about our program, and that you have been apprised of our expectations. It also helps us to know you better, and helps to make an informed choice of programs.

The interviews are primarily personal interviews; however, when geographic distance is a question, a Skype or WeChat interview can be arranged.

If the applicant material reflects an extraordinarily strong and solid applicant, we occasionally can offer admission without an interview. Even in this instance, we offer an interview at a later date to respond to questions.

Applicants may be offered a “pre-application” interview before you complete your application. This interview is primarily to clarify our program and your professional goals for social work practice.

**6. Who makes admission decisions? When can I expect a decision on my application?**

Once the application is complete (including the interview), the Admissions Committee composed of the faculty make all admission decisions. This committee looks at the applicant’s complete file (i.e., transcripts, social work related experience, letters of recommendation, and the application statement) and render an admissions decision. You can expect written notification in two to three weeks. If you have not heard from us, feel free to call the Admissions Office (215-746-1934).

**7. What is the application fee?**

The fee is \$65.00 payable to the University of Pennsylvania, and is not refundable. All applications received before December 31<sup>st</sup> will have a reduced fee and be charged \$25.00. All applications received after December 31<sup>st</sup> will be charged the full fee of \$65.00.

**8. Is there a deposit fee?**

Yes. The deposit fee is \$300.00 payable after notification of acceptance. Your acceptance letter will tell you the date by which this fee is expected. This deposit fee is applied to your bill upon matriculation. It is not refundable if you do not matriculate. You cannot register for classes or apply for Penn graduate housing or graduate assistantships until your fee has been paid.

**C. MSW Program Tuition, Living Expenses, Financial Aid**



1. What is the current tuition for the MSW program?

Tuition and General Fees for AY 2017- 2018are estimated as follows:

	Full-Time	Part-Time	Advanced Standing (Includes Summer Term Tuition)
Tuition	\$43,896/year	\$5,488 per course	\$54,872/year
Total Fees	\$4,3584/year	\$574 per course	\$4,730/year
Total	\$48,254/year	\$6,062	\$59,602

2. What do you estimate I will need to have available to manage financially for one academic year?

Tuition and Fees	\$ varies
Estimated Living Expenses (Room/Board), Books, Health Insurance, Miscellaneous	\$28,810
<b>Estimated Total</b>	<i>\$ add Tuition plus above figure</i>

Please note that these are estimated figures and will change depending upon individual circumstances (i.e., if you are living at home with family, this may reduce your room and board).

3. Does the School offer financial aid? Student assistantships? Student work study?

Yes. We do have financial aid available for students at the Master’s level and in the DSW program. PhD students are fully-funded and, as such; do not receive additional aid awards.

We recognize the high cost of quality education and willingly help applicants with financial planning. Many people find it necessary to seek assistance with finances; the School provides financial aid to approximately 90 percent of our MSW students. Even though tuition is high, the availability of financial aid helps to make our program competitive with others whose tuition may be less. There are also Dean’s Merit Awards available to students.

We do not have assistantships available for students at the master’s level.

Work study may be available if you qualify for it through your FASFA award. This can be discussed further with our Director of Financial Aid.

4. I already have undergraduate loans. Will I qualify/be accepted for graduate student loans?

Yes. You will qualify for graduate student loans even if you have undergraduate loans. The required payment on your undergraduate loans will be put on hold while you are a graduate student. Of course, you will have to resume payment of the undergraduate loans and begin payment of your graduate loans once you complete the MSW program.

A person who has defaulted on an undergraduate loan will not receive a graduate student loan.

**5. What do you consider in determining financial aid awards?**

We consider your income, your expected family contribution (as stated on your FASFA), number of dependents, savings, assets, outstanding undergraduate loan indebtedness, and other financial issues. If your parents are claiming you as a dependent, or you are 24 years old or younger, your parents **must** complete the FASFA form.

**6. Does the fact that I will need financial assistance negatively affect my chances for acceptance into the MSW program?**

No. We admit students on a “need-blind” basis, so whether or not a student indicates a need for financial assistance has no bearing at all on his or her chances for admission. Acceptance is based on suitability for our program. Whether or not you need financial assistance **does not** affect your acceptance or rejection.

**D. MSW Program Content, Curriculum, Design**

**1. How many courses do you take each semester?**

A full-time student will be taking four courses a semester. Each class meets one day a week, for two and a half hours.

**2. How many students are in each class?**

Our classes are normally seminar style classes, averaging 25 students. This is a plan to promote the valuable classroom interaction and exchange between faculty and students. In other words, be prepared to participate, raise critical questions, and share your ideas and learning.

**3. What is the size of your incoming MSW classes?**

In recent years, the smallest class that has been admitted is 125 and the largest is 180, but usually averages somewhere in the middle. We aim to enroll between 155 and 165 MSW students in each entering cohort.

**4. How does your program compare to other prominent MSW programs?**

I cannot compare MSW programs for you. However, I can give you the details and value of our program during your interview (or “pre-application” interview).

For elements of the “Penn Difference,” please see page 2 of this manual.

**5. How are field placements arranged?**

The field placement process begins in the spring semester for first and second year students. Incoming or first year students are sent a field placement form from the Director of Field Placement after they have paid their \$300 deposit fee. The placement form, along with the student’s personal application statement and admissions interview are reviewed by the Director of Field Placement to determine the student’s first year placement. Each student has the opportunity to interview at his or her assigned field placement before it begins.

The second year field placement process begins in the spring semester of the foundation year. Students meet with their advisors and discuss their educational needs and objective for their second year. Together they complete an educational plan, which is forwarded to the Director of Field Placement to determine a field placement that meets your needs. This is also when a concentration (either direct practice or macro practice) is selected.

**6. What are my chances of having a field placement working with children? Aging? Substance abuse?**

I would say your chances are good, pending a review, of course, on your application material and interview. We have approximately 500 agencies in the area where we may place students. All field placements include supervision by someone with a Master’s degree in Social Work. Field placement is a vital part of your learning experience, so we take great care in seeing that it meets your educational needs and interests.

**7. How much time is spent in field placement?**

Students are in their field placements three days a week. The hours worked by the student are the customary working hours of the agency.

**8. What is the grading system?**

The School uses the system of letter grade evaluation that is used by other Master’s and PhD programs at the University. A cumulative grade point average (GPA) of 3.0 or above is required for graduation.

**9. What is the employment rate for graduates?**

Penn’s Career Services is there to assist graduates in their job searches both prior to and after graduation. The School has been conducting surveys of graduates since 2007. Those who have responded to the surveys have reported high rates of employment. The most recent survey can be found here:

[http://www.vpul.upenn.edu/careerservices/files/2016\\_SP2\\_Career\\_Plans\\_Survey\\_Report.pdf](http://www.vpul.upenn.edu/careerservices/files/2016_SP2_Career_Plans_Survey_Report.pdf)

SP2 graduates find employment in—among many others—the fields of clinical practice, case management, and policy analysis/research. Alumni go on to work in hospitals, schools, private

practices, government agencies, and nonprofits in Philadelphia, across the country, and around the globe.

## E. MSSP Program

### 1. What are the basic admission requirements for the Masters of Science in Social Policy program?

#### MSSP ADMISSIONS CRITERIA

- Completion of a formal application for admission;
- Bachelor's degree and grade point average that reflects strong academic ability;
- One year of post-baccalaureate professional work experience is preferred;
- An application essay;
- Competitive scores on the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT)\* that indicate the requisite verbal and analytic abilities;
- In the case of international students whose first language is other than English, TOEFL scores at a level appropriate for advanced graduate work;
- Three references (two academic and one employment or volunteer); and
- A writing sample that demonstrates potential for policy analysis work. This is a product that was previously prepared and submitted. A writing sample could be: a previously submitted school written assignment, publication, brief, professional report, etc.

#### MSSP + DA ADMISSIONS CRITERIA

- MSSP + DA Admissions criteria are the same as the criteria for the standard MSSP program, as above, with these differences:
- One year of post-baccalaureate professional work experience is required;
- The required application essay should address the applicant's particular interest in the MSSP+DA; and
- Satisfactory completion of a graduate-level introductory Statistics course must be documented during the application for admission process before acceptance to the MSSP + DA can be considered.

### 2. What is the current tuition for the MSSP program?

Tuition and General Fees for AY 2017- 2018 are **estimated** as follows:

	Full-Time
Tuition	\$54,866/year
Total Fees	\$4,248/year
Total	\$59,114/year

## F. NPL Program

### 1. What are the basic admission requirements for the Masters of Science in Nonprofit Leadership?

- A bachelor's degree from an accredited college or university anywhere in the world;
- Grade point average (GPA) that reflects strong academic ability;
- Official copies of a transcript from all colleges and universities attended;
- Competitive scores on either the Graduate Record Examination (GRE); Graduate Management Admission Test (GMAT); or Law School Admission Test (LSAT) indicating requisite analytic ability. The Institutional Code for reporting such test scores is 2926 and the Department Code is 5001;
- For international applicants whose first language is not English, we require you to take the TOEFL exam and achieve a score of 100 or better, reflecting English proficiency at a level appropriate for graduate work. The Institutional Code for reporting TOEFL scores is 2926 and the Department Code is 5001;
- Three (3) professional or academic letters of recommendation by individuals who can speak to your leadership skills and leadership potential;
- A completed online application, including the application essay and financial plan form;
- Payment of a nonrefundable application fee.

### 2. What is the current tuition for the NPL program?

Tuition and General Fees for AY 2017- 2018 are **estimated** as follows:

	<b>Full-Time</b>
<b>Tuition</b>	\$54,866/year
<b>Total Fees</b>	\$4,248/year
<b>Total</b>	\$59,114/year

## G. DSW Program

### 1. What are the basic admission requirements for the Doctorate in Clinical Social Work program?

- Hold a master's degree in social work from an accredited social work degree program;

- Have two years post-MSW practice experience;
- Provide three letters of reference (one academic and at least one from a supervisor of your clinical work); and
- Complete an application essay, responding to the following questions:
  - What factors have contributed to your decision to pursue a doctoral degree in clinical social work at Penn, and what do you expect to gain through advanced studies?
  - What conceptual framework for practice do you use in your clinical work? How, if at all, has it changed since you received your MSW?
  - Describe a case that you found clinically challenging and how you intervened; explain how you used theory and/or practice principles to guide your interventions.
  - Discuss a clinical issue that you wish to explore in-depth through your doctoral studies. Include in your discussion how your exploration of this clinical issue will contribute to the social work practice knowledge base

**2. What is the current tuition for the DSW program?**

- Tuition and fees for the Clinical DSW program are calculated by the Course Unit (CU) and assessed in each semester. There are 14 courses units required for the program: 6 courses in year one; 6 in year two; and 2 in year three. Students should expect that the per-course tuition will increase slightly in each fiscal year (starting with the summer term).
- Financial Aid: For information on federal student aid and other loans to help finance tuition and living expenses, [click here](#).
- *Estimated* cost of the program over 3 years:

TOTAL PROGRAM (3-YEAR)	TUITION & FEES (ESTIMATED)
YEAR 1 (2017- 2018) - 6 CUs	\$37,556
YEAR 2 (2018- 2019) - 6 CUs	\$38,595
YEAR 3 (2019- 2020) - 2 CUs	\$2,009
<b>TOTAL</b>	<b>\$78,151</b>

**H. PhD Program**

**1. What are the basic admission requirements for the PhD program in Social Welfare?**

- Transcripts for all graduate and undergraduate programs attended

- Official GRE scores, that is, scores within the past five years (Institutional Code: 2926, Department Code: 5001)
  - Three references: two academic and one employment reference  
*At this time, the School does not accept more than 3 references.  
All references must be submitted via the online application system.*
  - A sample of written work
  - A statement of academic and career goals
- If interested in working with a specific faculty member or members, please include that information in the statement. Applicants are not responsible for finding their own advisors. That decision is made by the faculty and takes into account faculty availability, the match between faculty and student interests, and other considerations. Given the number of applicants, we are not able to address advisor-advisee assignments until after admissions decisions have been made.**
- Applicants whose first language is not English and/or international applicants are required to submit TOEFL ([www.toefl.org](http://www.toefl.org)) or IELTS ([www.ielts.org](http://www.ielts.org)) scores taken within the last two years. This requirement applies to all such applicants, including those who have studied in the U.S. A minimum score of 100 is required for the iBT TOEFL (Institutional Code: 2926; Department Code: 95). A minimum Overall Band Score of 7.5 is required for the IELTS. Information about submitting IELTS scores can be found on the [IELTS website](#). The PhD in Social Welfare is a rigorous program that requires strong comprehension and communication skills.
  - Applicants must submit transcripts detailing all undergraduate and postgraduate study. This includes coursework conducted at an applicant's degree-granting institutions(s) as well as in study abroad programs and at institutions out of which an applicant may have transferred. Applicants should upload copies of their official transcripts (i.e. *not* screenshots from a student record or student grade system) that clearly displays their name, dates of enrollment, the names of all courses in which they enrolled, and the credits and grades awarded for each class. Applicants *should not* mail hard copies of transcripts to the School for purposes of application review.
  - Applicants who are admitted are required to submit final, official copies of all transcripts prior to matriculation. Transcripts must provide confirmation of degrees conferred.
    - All applicants must also submit a sample of their written work and a written statement of their academic goals.
  - Students are required to have a master's degree in social work or a social science field before they can enter the PhD program.
  - Full-time work toward the PhD degree is expected.

## 2. What is the current tuition for the DSW program?

Full-time tuition, general and clinical fees\* are charged the first three years of study to entering students who already hold a masters degree. After three years of full-time study, students are placed on dissertation status with reduced tuition and fee amount. In addition, individual health insurance is available through the University. All students must be covered by the University's health insurance or provide proof of alternate health coverage.

\*The general and clinical fees are a contribution toward the support of the Student Health Service, Placement Service, graduate student activities, recreational facilities, and other services not directly associated with specific courses.

<b>PHD PROGRAM 2017- 2018</b>			
	<b>Full Time (years 1-3)</b>	<b>Reduced (Dissertation Status)</b>	<b>Per-CU Rate (Part Time)</b>
Tuition	\$33,604	\$4,198	\$6232
General Fee	\$2,984	\$748	\$372
Clinical Fee	\$546	\$546	N/A
<b>TOTAL</b>	\$37,134	\$5,492	\$6,604

Individual health insurance: estimated annual premium for 2017- 2018is \$3,900. Additional information is available at <http://www.vpul.upenn.edu/shs/psipinsurance.php>



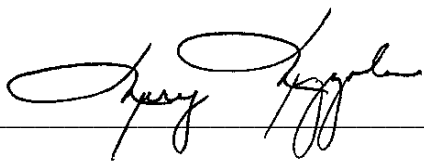
## VI. Recruiter Resources

Thank you for representing The University of Pennsylvania School of Social Policy & Practice at this recruitment event. It is important that your knowledge about the School is current and accurate. **Please do not make any promises or commitments to students on behalf of the School.** If students have any questions you are unable to answer, please refer them Mary Mazzola or to Adiza Ezell. Mary can be reached at (215) 898-5550 or [mmazzola@upenn.edu](mailto:mmazzola@upenn.edu). Adiza's contact information is (215) 898-5521 and [adiza@upenn.edu](mailto:adiza@upenn.edu). Additionally, the School's web site is an excellent source of information.

In each box of recruitment materials, a **Recruitment Fair Summary Form** has been enclosed. Please complete this form and return it with your recruitment materials. A sample of this form is included at the end of this manual.

Again, thank you for your support of the School. Please do not hesitate to call or email the Admissions Staff with any questions concerning recruitment or admissions.

Many thanks,

A handwritten signature in black ink, appearing to read "Mary Mazzola", written over a horizontal line.

Mary Mazzola, MSW, Ed.D.  
Associate Dean, Enrollment Management  
and Global Outreach

2017- 2018 Recruitment Fair Summary

*In order to evaluate the effectiveness of this recruitment strategy, it is very important that you complete this evaluation form. Thank you for your support and cooperation.*



Mary Mazzola, MSW, Ed.D.  
Associate Dean, Enrollment Management and Global Outreach

Recruitment Event: \_\_\_\_\_

Date(s): \_\_\_\_\_

Organizations Represented (# of Organizations): Employers/Other \_\_\_\_\_ Graduate Schools \_\_\_\_\_

Other Schools of Present (Names of Schools):

Policy/Nonprofit Schools

Social Work Schools

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Students talked to (#): \_\_\_\_\_

Inquiry Information Forms Completed (#): \_\_\_\_\_

Do you recommend we return to this fair next year? Yes \_\_\_\_\_ No \_\_\_\_\_

Comments and Evaluation:

\_\_\_\_\_

Signature of Recruiter