

UNIVERSITY OF HAWAI‘I AT MĀNOA

**Myron B. Thompson**

**School of Social Work**

**Ph.D. Program in Social Welfare – Information for Applicants**

The primary purpose of the application process for the Ph.D. Program in Social Welfare is to select students who show the greatest potential for scholarship and for future contributions to the field of social welfare in Hawai‘i and the Pacific Basin. In addition to requirements set forth by the University of Hawai‘i Graduate Division, the Doctoral Program Committee of the School of Social Work looks for evidence of the following when reviewing applications:

1. Applicants must have a Master of Social Work degree from a CSWE accredited school/program of social work prior to beginning the PhD program<sup>1</sup>. Exceptions are made to this requirement for applicants from countries without accreditation provided they produce evidence that their master’s degree is approved by the International Social Work Degree Recognition and Evaluation Service of the Council on Social Work Education: <http://www.cswe.org/CSWE/career/evalservice/> or for allied master’s degreed applicants with strong credentials and with experience working in social work settings<sup>2</sup>.
2. Scholarly capacity – Applicants are expected to show capacity for advanced academic work and potential for scholarship. The ability to work independently and develop competence to design and carry out rigorous research studies relevant for social work is a critical expectation of the Ph.D. program. Applicants are expected to demonstrate excellent writing skills, and evidence of analytic skills, research interest and capabilities, as part of the admissions application.
3. Work experience - Applicants with at least two years of experience working with multicultural populations will be preferred.
4. Career goals – Applicants’ interests and career goals should be compatible with the stated focus of the Ph.D. Program.

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<sup>1</sup> Students are urged to obtain 2 years post-MSW experience in social work which will allow them to teach social work practice courses at a CSWE accredited school of social work upon graduation.

<sup>2</sup> Prerequisite courses (see Ph.D. manual) in social work will apply for non-MSW students.

## **Application deadline: January 15, 2010**

Each applicant must submit two separate applications as follows:

### **1. Submit to the Graduate Admissions Office:**

- A fully completed University of Hawai'i Graduate Admissions application found at, <http://www.hawaii.edu/graduatestudies/admissions/html/admissions.htm> and related documents, including application fee and one official copy of all undergraduate and graduate transcripts from every college and university attended, even if the credits appear as transferred credits on your records at another institution, and regardless of the number of credits earned or the length of time attended.

Mail to: University of Hawai'i at Mānoa  
Graduate Admissions Office  
2540 Maile Way, Spalding 354  
Honolulu, HI 96822

### **2. Submit to the Myron B. Thompson School of Social Work (MBT SSW):**

- A fully completed Ph.D. Program in Social Welfare Application for Admission form
- A statement of purpose:  
This statement should not exceed 5 double-spaced typewritten pages, using a font no smaller than 12 points. Please be as specific as possible in answering the questions below:
  - Discuss your qualifications and readiness for pursuing doctoral studies in social welfare.
  - Describe your view of the role of research in social welfare.
  - Describe the area of specialization around which you wish to concentrate your study and research. In specifying your area of research interest, please identify social welfare Ph.D. faculty who might be useful to you in exploring your area. Indicate any special projects of research emphasis at the School of Social Work or within the larger University that you view as helpful resources.
  - Describe the development of your interest in research and the relation of that interest to your professional area of specialization.
  - Illustrate how your personal history, family background, and intellectual development have influenced your decision to pursue social welfare research as a career goal. As appropriate, note cultural and educational opportunities that you have experienced and any educational, social, or economic disadvantages that you have had to overcome.
  - What are your career plans? Specifically, how do you expect to use the research and scholarly skills developed in the doctoral program?
- Submit an example of your academic or scholarly writing (e.g. academic papers, thesis, publications, and research proposals). If no examples of your academic or scholarly writing are currently available, please write a paper as though you would submit it for publication in a professional journal. Do not send PowerPoint presentations or case notes. Your writing sample should:
  - Demonstrate conceptual and analytic skills.
  - Use appropriate and consistent citation and referencing format.

- ❑ Demonstrate writing ability.
- **One** official copy of all undergraduate and graduate transcripts from every college and university attended, even if the credits appear as transferred credits on your records at another institution, and regardless of the number of credits earned or the length of time attended. Official transcripts must be original documents issued by the college or university that bear the actual signature of the registrar in ink, and the embossed seal or official stamp of the issuing institution. Request that the official transcripts be sent directly to you in sealed envelopes with the registrar's signature stamped across the flap. Include the unopened envelopes with your other application materials. (Note: Applicants who received their MSW degrees from this university within the past five years may contact the School of Social Work Graduate Admissions Office to determine if transcripts are on file.)
- **Three** completed Ph.D. Reference forms with reference letters. Reference letters from faculty or supervisors, which evaluate the applicant's ability to do scholarly work on a doctoral level, are strongly recommended. Request that each completed PhD Reference form and accompanying reference letter be sent directly to you in a sealed envelope with the reference's signature across the flap. Include the unopened envelopes with your other application materials. Facsimiles will not be accepted. **Send the three sealed references together with your entire, completed application packet.**
- TOEFL scores: Students who speak English as a second language are required to submit evidence of fluency in English as measured by the Test of English as a Foreign Language (TOEFL) examination. Official scores should be sent directly to the Graduate Admissions office. The Educational Testing Services (ETS) code for UHM is 4867. Test scores cannot be more than two years old.  
Test Information: TOEFL/TSE Publications  
P.O. Box 6151  
Princeton, NJ 08541-6151  
Web: [www.toefl.org](http://www.toefl.org)
- GRE scores: Submission of Graduate Record Examination (GRE) scores is optional for most applicants, but highly recommended. Submission of GRE scores is required of applicants who attended institutions where more than 25 percent of courses were graded in a nontraditional manner (i.e., anything other than letter grades). Applicants who have no prior course work in research methods and statistical analyses and experience in empirical research are strongly encouraged to submit GRE scores.

**Mail your completed MBT SSW application packet to:**

University of Hawai'i  
Myron B. Thompson School of Social Work  
1800 East West Road, Henke 230  
Honolulu, HI 96822

Interview

The application process will include an interview (by phone or in person) of candidates.

Recruitment

Because of the program's emphasis on the social welfare needs of Hawai`i, residents of Hawai`i, nations in the Pacific Basin, minority group members, and women are particularly encouraged to apply to the program. Applicants' statements of career goals and interests and reference letters will be evaluated to identify those whose experiences, interests, and goals are of particular relevance to the social welfare needs of Hawai`i.

Deadline for submission of all completed application materials is  
JANUARY 15, 2010.