

# Application for Fall 2014 Admission

## FAMILY AND HUMAN SERVICES MAJOR

**APPLICATION DEADLINE**  
**January 17, 2014 by 5:00 pm**

Hand-deliver to **341 HEDCO**, email to [fhs@uoregon.edu](mailto:fhs@uoregon.edu)  
or mail your application to:  
Family and Human Services  
5251 University of Oregon  
Eugene, OR 97403-5251

**\*Completed applications may be turned in before the deadline\***

For additional information please contact:

FHS Academic Advisor, Randy Martin - (541) 346-1583, [rmartin@uoregon.edu](mailto:rmartin@uoregon.edu)  
Pre-FHS Academic Advisor, Christi Boyter - (541) 346-2476, [cboyter@uoregon.edu](mailto:cboyter@uoregon.edu)  
Student Services Coordinator, Krissy Hemphill - (541) 346-2143, [kristinh@uoregon.edu](mailto:kristinh@uoregon.edu)

<http://education.uoregon.edu/program/family-and-human-services>

We are pleased you have decided to apply to the Family and Human Services Major. We are looking for individuals who have the potential to be human service professionals working in a variety of human service agencies. During the application process, we will consider several factors, including unique work or service experience, leadership potential, demonstrated ability to work with diverse populations, maturity, intellectual ability, and seriousness of purpose.

Admission is granted to students who (a) have completed or are currently enrolled in two of the three pre-major FHS/EDST courses\*; (b) have met all other admission criteria; and (c) complete an interview successfully. Because enrollment in the Family and Human Services Major is limited, **not all students who meet minimum admission standards will be accepted.**

**\*Note to transfer students, late-deciding students and those who have not taken these courses:** Although we prefer that applicants have completed the UO FHS/EDST pre-admit core courses by the time they submit their application, this requirement does not apply to admission to FHS as a transfer or late deciding student. Our review process is fair and equitable for all applicants. Transfer students may choose the “dual-enrollment” option to enroll in these courses at UO. For more information about the Dual-Enrollment Program, see the UO website: <http://admissions.uoregon.edu/freshmen/dualenrollment>.

**Please read and follow the instructions throughout this packet carefully to ensure that your application is complete at the time of submission. Only complete applications will be reviewed. It is your responsibility to make sure the application is complete by the deadline. Completed applications may be turned in before the deadline.**

**All Applicants Must Submit the Following:**

1. A completed and signed **application packet** (pp. 3-7).
2. **Official undergraduate transcripts** indicating all college-level coursework completed to date at the University of Oregon and at any other institutions you have attended. **We recommend that you have transcripts sent to you and include them, still sealed, in your application.** (p. 4)
3. A **Statement of Professional Goals and Purpose** describing your interests in and future plans for working with children, youth, adults and families in human services agencies (p. 7).
4. **Two letters of recommendation** addressing your previous work experience and/or satisfactory ability to complete college course work. One letter must be an academic reference from one of your college/university instructors or graduate teaching fellows (GTFs). One letter must be a character reference from one of your employers or supervisors who can address your skills and potential for future work in human services. We will not accept letters from friends or family members. **We recommend that you have letters sent to you and include them, still sealed, with your application.** (p.7)
5. **Scores from the TOEFL** (Test of English as a Foreign Language) if English is not your first language (p. 4).

## Group Interviews

Applicants who advance past the file review will be invited for an interview. This interview is required for admission to the program. In this interview, we (a) assess your communication skills; (b) provide you with an opportunity to demonstrate your strengths in a way different from the written file; (c) assess the match between you and the FHS program; and (d) to allow you to meet faculty and ask questions.

The interview for this major is like a job interview. We expect you to dress professionally, be on time, and listen to and answer the questions carefully. You will be asked about your career plans, goals and interests, and the qualities and skills you possess that will help you in this field. We will also ask you to address hypothetical situations that may arise in human services classes and field studies. You cannot study for the interview, but you can think about how you might respond to questions in these general areas.

## Admission Process for FHS

- (a) Complete and submit all application materials on or before **January 17, 2014 at 5:00 pm. Completed applications may be turned in before the deadline.**
- (b) The FHS Student Services Coordinator will contact you to schedule an interview. Not all applicants will be granted an interview.
- (c) Participate in an interview with one or more faculty members in **March 2014.**
- (d) A letter of acceptance to the program or notification of denial will be sent in early **April 2014.**
- (e) **If** you are accepted and you are not already a UO student, you must also apply to the University of Oregon for formal admission to the University. The UO Application can be found on the Office of Admissions website: <http://admissions.uoregon.edu/apply/>.

## Criminal Background Check

If you are accepted into the Family and Human Services Major, you will be required to pass an FBI background check. This background check must be **completed** by **August 15, 2014** to assure a Fall 2014 field studies placement. You will be conditionally accepted to the program until the background check is completed. Conditional admits will receive instructions on how to complete the background check at the New Student Orientation. For more information, contact the FHS Field Study Coordinator at (541) 346-1570.

## Scholarship Opportunities

The College of Education has scholarships available on a limited basis to assist qualified and interested students. For more information about scholarship opportunities, visit the College of Education's website: <https://education.uoregon.edu/prospective-students/scholarships>

## Study/Intern Abroad

Students may study abroad prior to admission to the FHS program. If you do so, keep in mind the application dates and deadlines. Study/intern abroad is typically not an option in the first year of the program. Some may study abroad one or two terms in the second year. Any abroad experience will likely extend students' graduation beyond the typical 5-6 terms it takes to complete the FHS major.

## Equal Opportunity

The University of Oregon affirms and actively promotes the right of all individuals to equal opportunity in education and employment at this institution without regard to race, color, sex, national origin, age, religion, marital status, disability, veteran status, sexual orientation, gender identity, gender expression or any other consideration not directly and substantively related to effective performance. This policy implements all applicable federal, state, and local laws, regulations, and executive orders.

## APPLICATION FOR ADMISSION TO THE FAMILY AND HUMAN SERVICES MAJOR

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

**Please submit your application in this order. All additional documentation (transcripts, letters, professional statement) should be attached to the application or included in a large envelope.**

- Completed and signed application packet (pp. 3-7)
- Official** undergraduate transcripts (p. 4 and attachments)
- Statement of Professional Goals and Purpose (p. 7 and attachment)
- Two (2) letters of recommendation (p. 7 and attachments)
- International Students: TOEFL scores (p. 4)
- A photograph to help us identify you (this is optional and will not affect your admission status).

**APPLICATIONS ARE DUE JANUARY 17, 2014 BY 5:00 PM TO 341 HEDCO**

**IMPORTANT:** Admission to the FHS Major is **NOT** the same as admission to the University. If you are not a UO student and you are accepted into the major, you must apply for admission to the University in order to enroll as an FHS Major student. Please contact the Office of Admissions at (541) 346-3201 or visit their website for instructions on this process: <http://admissions.uoregon.edu/apply/>.

### PERSONAL INFORMATION

Legal Name \_\_\_\_\_  
Last First Middle

Date of Birth (optional) \_\_\_\_\_

UO Student ID or Transfer Student ID \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number/s \_\_\_\_\_

E-mail Address \_\_\_\_\_

How did you learn about the FHS major? \_\_\_\_\_  
\_\_\_\_\_

Please list FHS faculty/staff members you have contacted about the program: \_\_\_\_\_  
\_\_\_\_\_

What is your current major? \_\_\_\_\_

### TRANSCRIPTS

List **all** community colleges and universities you have attended or are currently attending and include official transcripts in your application packet.

Name of Institution	Years Attended	Degree
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

### DEGREE AUDIT INFORMATION

Applicants to the FHS Major must complete 50-55 quarter credits with a minimum GPA of 2.5 by the time of application and demonstrate satisfactory progress toward completion of general university graduation requirements. Please provide the requested information below:

#### Written English:

a) WR 121 or equivalent \_\_\_\_\_ b) WR 122 or 123 or equivalent \_\_\_\_\_

**Multicultural Requirement:** One approved course from two different categories (American Cultures; Identity, Pluralism, and Tolerance; or International Cultures).

1. \_\_\_\_\_ 2. \_\_\_\_\_

#### Intended Degree Objective (please choose one):

Bachelor of Arts (B.A.)       Bachelor of Science (B.S.)       Bachelor of Education (B.Ed.)

**Group Requirements:** For a B.A. or B.S. degree you need 15-16 credits in each of Group I, II and III with no more than three courses with the same subject code to satisfy the group requirements. All courses must be 3 or more credits. For a B.Ed. degree you need 12 credits in each of Group I, II and III with no more than two courses with the same subject code to satisfy the group requirements. If you are completing an AA Oregon Transfer (AAOT) from a Community College you may write 'AAOT' in each of the three group areas below as the AAOT satisfies the group requirements for the UO. List number of completed credits to date next to each group listed below.

**Group I: Arts & Letters** \_\_\_\_\_ **Group II: Social Science** \_\_\_\_\_ **Group III: Science** \_\_\_\_\_

**Education Coursework:** Complete three of the following courses with a minimum cumulative GPA of 2.75. Applicants to the FHS Major must take these courses for **graded** credit. Please check the appropriate box below. If you have taken the class, please also list your grade. Those who have not taken these courses, refer to page 1 - **\*Note to transfer students, late-deciding students and those who have not taken these courses.**

	Completed?	In Progress?
FHS 213 Child/Family Issues and Problems or EDST 111 Educational Issues and Problems (Honored through Spring 2014)	<input type="checkbox"/> Yes: _____	<input type="checkbox"/> Yes
	<input type="checkbox"/> Yes: _____	<input type="checkbox"/> Yes
FHS 215 Exploring Family and Human Services	<input type="checkbox"/> Yes: _____	<input type="checkbox"/> Yes
FHS 216 Diversity in Human Services	<input type="checkbox"/> Yes: _____	<input type="checkbox"/> Yes

**EVIDENCE OF ENGLISH PROFICIENCY (INTERNATIONAL STUDENTS ONLY):** If English is not your first language, you must provide proficiency in English by submitting scores from the TOEFL (Test of English as a Foreign Language).

TOEFL Score \_\_\_\_\_

**PAID, VOLUNTEER, AND/OR INTERNSHIP EXPERIENCE**

List in reverse chronological order (most recent first) only the paid, volunteer, and/or internship experiences that have prepared you for work in human services in the past six years. You may attach additional sheets as necessary. **Incomplete entries or entries without date ranges and number of hours worked cannot be counted and will not be included in your file review. A resume or curriculum vitae may *not* be submitted in lieu of this section.**

**PAID EXPERIENCE:**

<b>Agency Name, City, State:</b>	
<b>Dates of Employment: From (month/year)</b>	<b>To (month/year)</b>
<b>Average number of hours worked each week:</b>	<b>Total Hours:</b>
<b>Job Title:</b>	
<b>Responsibilities related to human services (please be specific):</b>	
<b>Supervisor:</b>	
<b>Agency Name, City, State:</b>	
<b>Dates of Employment: From (month/year)</b>	<b>To (month/year)</b>
<b>Average number of hours worked each week:</b>	<b>Total Hours:</b>
<b>Job Title:</b>	
<b>Responsibilities related to human services (please be specific):</b>	
<b>Supervisor:</b>	
<b>Agency Name, City, State:</b>	
<b>Dates of Employment: From (month/year)</b>	<b>To (month/year)</b>
<b>Average number of hours worked each week:</b>	<b>Total Hours:</b>
<b>Job Title:</b>	
<b>Responsibilities related to human services (please be specific):</b>	
<b>Supervisor:</b>	

**VOLUNTEER/INTERNSHIP EXPERIENCE:**

<b>Agency Name, City, State:</b>	
<b>Dates of Employment: From (month/year)</b>	<b>To (month/year)</b>
<b>Average number of hours worked each week:</b>	<b>Total Hours:</b>
<b>Job Title:</b>	
<b>Responsibilities related to human services (please be specific):</b>	
<b>Supervisor:</b>	
<b>Agency Name, City, State:</b>	
<b>Dates of Employment: From (month/year)</b>	<b>To (month/year)</b>
<b>Average number of hours worked each week:</b>	<b>Total Hours:</b>
<b>Job Title:</b>	
<b>Responsibilities related to human services (please be specific):</b>	
<b>Supervisor:</b>	
<b>Agency Name, City, State:</b>	
<b>Dates of Employment: From (month/year)</b>	<b>To (month/year)</b>
<b>Average number of hours worked each week:</b>	<b>Total Hours:</b>
<b>Job Title:</b>	
<b>Responsibilities related to human services (please be specific):</b>	
<b>Supervisor:</b>	

**STATEMENT OF PROFESSIONAL GOALS AND PURPOSE  
FOR STUDYING FAMILY AND HUMAN SERVICES**

The FHS Major Admissions Committee is interested in your professional goals and interests. Please describe your reasons for seeking admission to this major at the University of Oregon.

Your statement should include information about these areas:

- (a) Professional goals and interests
- (b) Background experience with children, youth, adults, and families in human services settings.

Please attach your statement on separate paper. Please limit your professional statement to **two double-spaced pages, 12-font**. Statements must be typed.

**LETTERS OF RECOMMENDATION**

List the names and titles of individuals you have asked to write recommendations in support of your application. Use the attached **Recommendation Forms** and include letters in your application packet. One letter must be an academic reference from one of your college/university instructors or graduate teaching fellows (GTFs). One letter must be a character reference from an employer or supervisor who can address your skills and potential for future work in human services.

Academic Reference: \_\_\_\_\_

Employer/Supervisor Reference: \_\_\_\_\_

**VERIFICATION OF ACCURACY**

I agree that all information I have provided is accurate and that all application materials may be reviewed by the Admissions Committee.

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



**RECOMMENDATION IN SUPPORT OF APPLICATION FOR  
ADMISSION TO FAMILY AND HUMAN SERVICES MAJOR**

**SECTION I TO BE COMPLETED BY APPLICANT:**

This recommendation will become part of your admissions file. It will be used only for admissions considerations and will not be disclosed to any unauthorized individual without your consent. Under the federal law entitled the Family Educational Rights and Privacy Act of 1974 and the UO Student Record Policy, registered students are given the right to inspect their records, including letters of recommendation. Should you wish to waive your right of access to this recommendation, you may do so by checking the appropriate box below. All recommendations will be carefully considered. Check one of the following responses:

I **waive** access to this recommendation.

I **do not waive** access to this recommendation.

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

**SECTION II TO BE COMPLETED BY PERSON PROVIDING RECOMMENDATION:**

Your name has been given as a reference by \_\_\_\_\_ who is applying for admission to the University of Oregon's Family and Human Services Major. As required by the Family Educational Rights and Privacy Act of 1974 and the University of Oregon Student Record Policy, a student may either elect to waive or not to waive the privilege of viewing this recommendation. If the student has indicated that he/she will not have access to this recommendation, please place this form and your letter in a **sealed envelope with your signature across the seal** and return the recommendation to the applicant.

1. How long have you known the applicant? \_\_\_\_\_

2. What is/was your relation to the applicant?

Instructor/GTF     Employer/Supervisor     Co-worker     Other: \_\_\_\_\_

3. 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" in the column that best reflects your experience with the applicant.

<b>Ability/Characteristic</b>	<b>Not Observed</b>	<b>Exceptional</b>	<b>Average</b>	<b>Poor</b>
Academic Performance				
Intellectual Potential				
Initiative and Follow-through				
Oral Communication Skills				
Written Communication Skills				
Interpersonal Skills				
Respect for Diverse Populations				
Self-awareness				
Creativity				
Ethical Professional Behavior				
Potential for Professional Practice				

4. Please describe the setting(s) in which you have observed and interacted with the applicant that form the basis of your evaluation above.

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5. Please attach a short letter describing the applicant's potential for successful professional practice with children, youth, families, and communities. Specific examples are helpful. In addition, please describe the applicant's areas for growth.

6. Are you aware of any reason why this individual may not be successful in an academic program, or might pose a risk to vulnerable people (if yes, please address these reasons in your letter)?

No  Yes

7. 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 upper division students.
- I think that the applicant's qualifications are marginal, but if admitted, the applicant would greatly benefit from study in this program.
- I do not recommend this applicant for admission to the Family and Human Services Program

Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Position or Title \_\_\_\_\_ at \_\_\_\_\_

Signature \_\_\_\_\_ Phone/Email \_\_\_\_\_

**Please return this form and your letter directly to the applicant in a sealed envelope.**

**RECOMMENDATION IN SUPPORT OF APPLICATION FOR  
ADMISSION TO FAMILY AND HUMAN SERVICES MAJOR**

**SECTION I TO BE COMPLETED BY APPLICANT:**

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I **waive** access to this recommendation.

I **do not waive** access to this recommendation.

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

**SECTION II TO BE COMPLETED BY PERSON PROVIDING RECOMMENDATION:**

Your name has been given as a reference by \_\_\_\_\_ who is applying for admission to the University of Oregon's Family and Human Services Major. As required by the Family Educational Rights and Privacy Act of 1974 and the University of Oregon Student Record Policy, a student may either elect to waive or not to waive the privilege of viewing this recommendation. If the student has indicated that he/she will not have access to this recommendation, please place this form and your letter in a **sealed envelope with your signature across the seal** and return the recommendation to the applicant.

1. How long have you known the applicant? \_\_\_\_\_

2. What is/was your relation to the applicant?

Instructor/GTF     Employer/Supervisor     Co-worker     Other: \_\_\_\_\_

3. 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" in the column that best reflects your experience with the applicant.

<b>Ability/Characteristic</b>	<b>Not Observed</b>	<b>Exceptional</b>	<b>Average</b>	<b>Poor</b>
Academic Performance				
Intellectual Potential				
Initiative and Follow-through				
Oral Communication Skills				
Written Communication Skills				
Interpersonal Skills				
Respect for Diverse Populations				
Self-awareness				
Creativity				
Ethical Professional Behavior				
Potential for Professional Practice				

4. Please describe the setting(s) in which you have observed and interacted with the applicant that form the basis of your evaluation above.

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5. Please attach a short letter describing the applicant's potential for successful professional practice with children, youth, families, and communities. Specific examples are helpful. In addition, please describe the applicant's areas for growth.

6. Are you aware of any reason why this individual may not be successful in an academic program, or might pose a risk to vulnerable people (if yes, please address these reasons in your letter)?

No  Yes

7. 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 upper division students.
- I think that the applicant's qualifications are marginal, but if admitted, the applicant would greatly benefit from study in this program.
- I do not recommend this applicant for admission to the Family and Human Services Program

Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Position or Title \_\_\_\_\_ at \_\_\_\_\_

Signature \_\_\_\_\_ Phone/Email \_\_\_\_\_

**Please return this form and your letter directly to the applicant in a sealed envelope.**

## **NON-DISCRIMINATION FORM**

Your answers are strictly voluntary and will help the College of Education in its efforts to recruit and retain students from under-represented groups. This sheet will be removed before your application packet is forwarded to the FHS Admissions Committee. It will in no way affect your application. Thank you for your assistance.

### **FAMILY AND HUMAN SERVICES**

**Name:** \_\_\_\_\_

1. **Gender:** \_\_\_\_\_

2. **Race/Ethnicity:**

(Check all that apply if you identify as multi-ethnic)

Asian

Pacific Islander

Black or African-American, non-Hispanic

North African

Latino/Chicano/Hispanic

American Indian or Alaska Native

White, non-Hispanic

Middle Eastern

Other \_\_\_\_\_

Decline Response

3. **Veteran:**

No

Yes, \_\_\_\_\_

(e.g., Vietnam, Persian Gulf, Iraq...)

4. **Nation of Citizenship:** \_\_\_\_\_