

Reference Letter Request for the Master of Social Work Program

Applicant's Name: _____

As an applicant to the Master of Social Work Program at Eastern Washington University, I understand that I have the right to review my references if I choose to do so. I also understand that if I waive the right to review the references, they will be considered confidential and not accessible by me.

I waive the right to review my references. _____ (Initial)

I do not waive the right to review my references. _____ (Initial)

Signature of Applicant: _____ Date: _____

The above named applicant is applying for admission to the Master of Social Work Program at Eastern Washington University. Your thoughtful reference is a very important part of the applicant's file. Each applicant's file is evaluated by two faculty members; the applicant's academic preparation, personal statement and information from the applicant's three references are the major sources for the evaluation.

Successful completion of graduate social work education is based on the student's ability to pursue a demanding course of study and a high degree of personal responsibility and maturity, the capacity for critical self-examination, an interest in people, the capacity to take constructive actions, and a personal value system consonant with the social work profession. Please rate this applicant based on your knowledge of their current abilities.

In advance, we thank you for your candid assessment of the applicant. We find that references which include an additional letter (to elaborate on this completed form) are very helpful in our evaluation process. Your additional comments may be made at the end of this form or by a separate letter. If you write a letter, include it with this completed form, and mail the document(s) to the Office of Student Services at the address shown at the bottom of the page.

1. Your name: _____

Address: _____ City: _____ State: _____ ZIP: _____

2. In what capacity and in what depth have you known the applicant?

For how long? _____

3. Your work agency & title: _____

4. Your highest educational degree _____

5. Your daytime telephone number (area code and number) _____

Occasionally we wish to call a reference and having the telephone number is convenient for us.

School of Social Work

Instructions for Completing the Reference Form:

Please check each of the items according to your perceptions at the time you knew the applicant the best. Please understand that an applicant who receives a number of “fair” or even “poor” ratings is not automatically excluded from admission to the School. As mentioned previously, a number of factors are weighed to assess the applicant’s admission; among them are the three references.

I. ACADEMIC ABILITY	Outstanding	Good	Fair	Poor	Unsure
1. Studious					
2. Curiosity					
3. Writing skills					
4. Communication skills					

II. SOCIAL WORK PRACTICE ABILITY

1. Organization					
2. Quality of work					
3. Interpersonal/professional relationships					
4. Reliability, dependability					
5. Leadership skills					
6. Uses criticism in positive way					
7. Deals effectively with ambiguity					
8. Emotional stability					
9. Self-awareness					
10. Openness to change					
11. Resourcefulness					
12. Creativity					
13. Potential to work with people experiencing suffering					
14. Concern for social justice					
15. Deals effectively with people who have opinions and experiences different from their own					

III. ACADEMIC POTENTIAL

If the applicant were admitted to the Master of Social Work Program, how do you think the applicant would do in the program? Check *one* of the following categories that best represent your choice.

- _____ 1. Would be an outstanding student (in the upper 10% of fellow students) academically.
_____ 2. Would be a “good” student in academics.
_____ 3. Might have a few problems with academics.
_____ 4. Would have serious problems with academic performance.

If you wish to give reasons for your selection of one of the preceding categories, please do so here:

IV. SOCIAL WORK PRACTICE POTENTIAL

- _____ 1. Would be an outstanding social worker who could perform at the Master’s Level.
_____ 2. Would be a good social worker who could perform at the Master’s Level.
_____ 3. Would have a few problems with social work performance at the Master’s Level.
_____ 4. Would have serious problems with social work performance at the Master’s Level.

If you wish to give reasons for your selection of one of the preceding categories, please do so here:

FOR ADDITIONAL COMMENTS PLEASE ATTACH A LETTER

Thank you for your thoughtful completion of this Reference Form.