



Master of Social Work Program

Department of Sociology, Social Work & Anthropology
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LETTER OF REFERENCE

Section 1 (to be completed by applicant)

This form should be given to individuals who are able to rate your ability, potential and readiness for graduate education and professional social work practice. Please give the form to two academic sources (professor, advisor or field instructor, etc) and one current/recent supervisor. If it has been more than 5 years since you attended a college/university all 3 references may come from a current/recent supervisor. Ask the person providing the reference to return the letter to you in a sealed envelope bearing their signatures across the seal. **Return the forms, unopened, to:**

ATTN: MSW Program Admissions
Social Work Program
Utah State University
0730 Old Main Hill
Logan, UT 84322-0730

Please indicate whether or not you wish to have access to this reference letter.

_____ I agree to waive access to this reference.

_____ I wish to retain access to this reference during the application process.

Applicant Name (please print) _____

Signature _____ Date _____

Section 2 (to be completed by person serving as reference)

Your comments will/will not (based on above response) be disclosed to the applicant. This reference will be destroyed when it is no longer needed for admission purposes. It will not become part of the student's permanent record.

Name (please print) _____ Title/Position _____

Signature _____ Date _____

Address _____ City _____ State _____ ZIP/Postal Code _____

Telephone Home (_____) _____ - _____ Work (_____) _____ - _____

Email _____

1. How long have you known the applicant?

2. In what capacity have known the applicant?

3. Do you have an MSW degree? YES NO

(School: _____)

DO you have a PhD in Social Work? YES NO

(School: _____)

If neither of the above, what degree(s) do you have and from what school?

4. Please rate the applicant, on the form below, relative to other individuals you have known in social work or other human services fields.

	Exceptional (Top 5%)	Outstanding (Top 20%)	Good (Top 35%)	Average (Top 50%)	Below Average (Bottom 50%)	No Basis for Judgment
Academic ability						
Intellectual capacity						
Written Communication						
Oral Communication						
Judgment						
Leadership Skills						
Integrity						
Ability to work with others						
Maturity						
Sense of responsibility						
Potential to enhance the lives of people s/he will serve						

We appreciate your willingness to serve as a reference for the person applying to our Master of Social Work (MSW) program. We are seeking applicants who are able to succeed in our academic program and cope with the rigors of graduate education. These individuals should possess the personal qualifications essential for professional social work practice.

We ask that you answer the following questions about the applicant in a letter you attach to this form. Please keep in mind that the Utah State University (USU) Social Work program is seeking students who can communicate well (both in writing and orally), think critically, and have a commitment to social and economic justice and diversity. Additionally, USU’s MSW students must be committed to the values and ethics of the social work profession.

1. How would you describe the applicant’s strengths in terms of knowledge, attitudes and skills?
2. How would you describe the applicant’s liabilities and opportunities for improvement in terms of knowledge, attitudes and skills?

3. Discuss the applicant's assets and liabilities and how they might affect his/her social work practice?
4. How would you describe the applicant's potential to practice without discrimination and with respect for all people?
5. Please add any other comments.

Please enclose this form and your letter in the envelope provided. Sign across the seal and return the envelope to the applicant to be forwarded to the USU MSW program, unopened, with his/her application.

Please indicate your overall recommendation for this applicant:

Highly Recommended _____

Recommended _____

Recommended with Reservations _____

Do Not Recommend _____

Thank you for serving as a reference.