##

## Recommendation Form

## To be completed by the APPLICANT:

## Applicant’s Name (*please print*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_Part-time \_\_\_\_\_Full-time

This recommendation will become part of your admissions file. It will be used for admissions consideration and will not be disclosed to any unauthorized individual without your consent. If you are admitted to Western Kentucky University’s MSW program, you will be allowed access to its contents unless you voluntarily waive your right of access. Please check one of the boxes and sign the statement below.

**I have read the information above and I hereby \_\_\_\_WAIVE or \_\_\_\_DO NOT WAIVE my right of access to this document should I be admitted to Western Kentucky University’s MSW program**.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by the REFERENCE:**

The above named is applying for admissions to the Master of Social Work Program at Western Kentucky University. Your assessment of and letter of reference for the candidate will assist the Admissions Committee. The applicant will have access to this recommendation unless he or she has waived that right, (see above)

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

**What capacity do you know this applicant from:**  \_\_\_\_Professional \_\_\_\_ Academic

\_\_\_\_Field Liaison or Field Instructor \_\_\_\_Supervisor from a social or human services capacity/agency

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” on the point that best represents where the candidate lies on the continuum **with 5 being “exceptional” and 1 being “poor”.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Not Observed** | **1** | **2** | **3** | **4** | **5** |
| Openness to learning with capacity to change |  |  |  |  |  |  |
| Intellectual Capacity |  |  |  |  |  |  |
| Integrity |  |  |  |  |  |  |
| Emotional Maturity/Stability |  |  |  |  |  |  |
| Creativity in Problem Solving |  |  |  |  |  |  |
| Communication Skills |  |  |  |  |  |  |
| Concern for Social Problems |  |  |  |  |  |  |
| Interpersonal Skills |  |  |  |  |  |  |
| Sensitivity to Differences in Race, Class, Culture, Lifestyles, and Ideas |  |  |  |  |  |  |
| Ability to Accept Constructive Feedback |  |  |  |  |  |  |

1. We believe that social workers should possess such personal qualities as intelligence, maturity, emotional stability, empathy, resourcefulness, initiative, critical thinking skills, and the potential to work effectively with diverse individuals, and groups in rural settings. **Please write your assessment of this applicant’s academic and/or professional potential with in this context on a separate page and attach to this form.**
2. 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 graduate students

\_\_\_ I think this applicant’s qualifications are marginal, but if admitted the applicant would greatly benefit from studying in this program.

\_\_\_\_ I do not recommend this applicant for admission to the Master of Social Work Program.

**Applicant is a good candidate for (may check both lines if applicable)**

\_\_\_\_ I recommend this applicant for the full-time Traditional Program

\_\_\_\_ I recommend this applicant for the part-time Traditional Program

Signature (Evaluator) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Degree\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**May we call or e-mail you for additional information?** \_\_\_ Yes \_\_\_\_No

Phone: (\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return recommendation to this address**

(send in a signed and sealed envelope)

(send via email by way of recommenders email only)

**Western Kentucky University**

**Department of Social Work (Admissions)**

**1906 College Heights Blvd. #11039, Bowling Green KY 42101-1039**

**mswadmissions@wku.edu**