

The Collaborative MSW Applicant Recommendation Form below should be completed for three references and submitted to the Wright State Graduate School.

All applicants must submit 3 reference letters. Depending on when your last degree was obtained, these 3 letters must follow the guidelines provided below.

If you have graduated within the last 5 years:

One reference letter should be from a college professor. *Depending on your situation, your second and third letters can be from additional faculty members, an employer in human service organization, or your practicum supervisor.*

If you have graduated more than 5 years ago:

At least one letter should be from employer/supervisor from human service organization where you have worked or have done voluntary work. The letter should come from your supervisors in these agencies and not from your co-workers. *The other two letters can come from faculty members, an employer in human service organization, or your practicum/internship supervisor.*

If you have questions about reference letters, please email shreya.bhandari@wright.edu

Collaborative MSW Applicant Recommendation Form

Greater Miami Valley MSW Collaborative
Miami University and Wright State University

To the applicant:

Please complete the top portion of this form and present it to a person who has sufficient knowledge of your ability and performance to respond to the questions below.

Applicant's Name _____

Admission is sought for Fall____ or Summer____ Semester, 20____ School: Miami University ____ Wright State University ____

The Family Educational Rights and Privacy Act of 1974, as amended, (P.L. 93-380), allows a candidate for admission, employment or receipt of honors to waive his or her right of access to confidential letters or statements written in his or her behalf if the recommendation is used solely for the purpose of admission, employment, or the receipt of honors and if the candidate, upon request, is notified of the names of all persons making such recommendation on his or her behalf. The University does not require that you make such a waiver as a condition for admission or award of fellowship. However, under the legislation you have the option of signing such a waiver. Indicate below whether you choose to waive your right of access to this recommendation and any appropriate attachments in behalf of your application for admission to The Graduate Schools at Miami University or Wright State University, and award of fellowship, if applicable. This waiver is effective insofar as the recommendation is used solely for the purpose of admission or award of fellowship, if applicable.

I choose to ____waive ____not waive my right of access to this recommendation written by _____ and any
Name of Recommender
other appropriate attachment that have been written by the recommender.

Applicant's Signature

Date

Return this form and your letter of Reference to:

**Graduate School
Wright State University
E344 Student Union
3630 Colonel Glenn Highway
Dayton, OH 45435**

To the recommender:

The applicant has been asked to transmit this request to you as one who can give a meaningful appraisal of his or her potential for graduate social work study. Please complete this reference form **along with a separate recommendation letter written and signed on your official academic or business letterhead**. The pending application will be considered incomplete until your response is received. Please type or print.

Name of Recommender _____

Title _____

Organization _____

Address _____

Number

Street

City

State

Zip

I. Personal and professional appraisal: (please compare with graduate professionals or other students you have known)

| Characteristics | Superior | Above Average | Average | Below Average | Inadequate Knowledge |
|---------------------------------------|----------|---------------|---------|---------------|----------------------|
| A. Intellectual capability | | | | | |
| B. Knowledge of human services | | | | | |
| C. Professional potential | | | | | |
| D. Able to assume responsibility | | | | | |
| E. Ability to work with people | | | | | |
| F. Relates well to others | | | | | |
| G. Ability to adapt to new situations | | | | | |
| H. Ability to handle criticism | | | | | |
| I. General productivity | | | | | |
| J. Ability to utilize criticism | | | | | |
| K. Ability in oral communication | | | | | |
| L. Ability in written communication | | | | | |
| M. Ability to analyze situations | | | | | |
| N. Values peer relationships | | | | | |

II. Recommendation Letter: Describe how long, and in what connection, you have known this applicant.

Please include descriptive and evaluative comments that will assist in providing a complete picture of the applicant's abilities and potential as a graduate student and social worker. *This must be done in a separate recommendation letter written and signed on your official academic or business letterhead.*

III. Please indicate strength of your overall endorsement by placing an "X" along the scale:

Highly Recommended Recommended Recommended with Reservation Not Recommended

Recommender's Signature _____ Date _____

IV. Please return this Collaborative MSW Program Applicant Recommendation Form and accompanying letter of recommendation to the address indicated by the applicant on the first page of this form.

The volume of our applications prevents our personal acknowledgement of your reply. We want you to know however, that we are aware of the time required and are most appreciative of your response. Thank you for your assistance in helping us maintain high quality professional standards for our community.