



SCHOOL OF SOCIAL WORK

College of Social Science

Ph.D. Program in Social Work
236 Baker Hall
East Lansing, MI 48824-1118
517/353-8632

Coordinator: Professor Rena D. Harold, Ph.D., ACSW
Office Assistant: Nancy Gray

Reference Form

TO BE COMPLETED BY APPLICANT

If this letter is to be included in your file, you must sign and indicate whether you wish to waive your right to access.

Recommendation for _____
Name of Applicant

I am aware of my rights under the Family Rights and Privacy Act of 1974 to have access to letters of recommendation written on my behalf.

_____ It is my desire that this letter be written in confidence, and I, therefore wish to waive my rights of access to this letter.

_____ I wish to retain my rights of access.

Applicant's Signature _____ Date _____

Dear Referee:

The applicant named above is applying to the Ph.D. Program in Social Work at Michigan State University. We would like your assessment of the applicant to assist us in making our admission decision. The applicant's materials are not complete until the reference letters and attached forms are received. Your prompt reply will assure that the application is reviewed in a timely manner. We appreciate your assistance in helping us evaluate the applicant. Thank you very much.

Sincerely,

Rena D. Harold, Ph.D., A.C.S.W.
Professor
Coordinator, Graduate Programs
Email: haroldr@msu.edu

KNOWLEDGE OF THE APPLICANT

- 1. Approximately how long have you known the applicant? _____ Yes _____ Months
- 2. How well do you feel you know the applicant? Casually Well Very Well
- 3. What was the nature of your contact(s) with the applicant?
 - Teacher in one class Teacher in more than one class Employer
 - Supervisor Research Advisor Major Advisor

RELATIVE RATING OF THE APPLICANT:

Please rate the applicant in the areas indicated below by comparing her or him to the reference group you specify (college seniors, graduate students, other.)

Reference Group _____

Of those in the group, in Intellectual Ability, I consider the applicant to be in the:

- Upper 1% Upper 10% Upper 25% Inadequate opportunity
- Upper 5% Upper 25% Upper 50% to observe applicant

Please attach a letter assessing the applicant's achievement of or potential in the following areas:

- Analytical and critical thinking
- Intellectual ability
- Emotional Maturity
- Motivation of doctoral studies
- Scholarly productivity
- Teaching ability
- Oral expression
- Research aptitude
- Writing ability
- Commitment to social work
- Ability to organize and express ideas clearly

In summary, I would recommend this applicant:

- Very Strongly Somewhat Strongly With Some Reservations Not at All

Name of Reference : _____ Title: _____
Printed or Typed

Signature of Reference : _____ Date: _____

Reference's Agency/Department: _____

Business Address: _____

Phone: _____ Email Address: _____
area code

INSTRUCTIONS TO REFEREES:

Please send the completed form and the accompanying letters to the School of Social Work. The applicant must have all application materials sent to the School no later than February 1, 2003 for admission.