



# Reference Form

School of Social Work - Master of Social Work  
College of Health and Human Sciences  
Georgia State University

Name of Applicant: \_\_\_\_\_

Name of Referee: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Business Address & Phone: \_\_\_\_\_

## To the Applicant:

This reference form will become a part of your admissions file. It is your responsibility to collect the sealed reference form and submit it along with your admissions packet. The referees must sign their name across the sealed portion of the envelope. If you wish to have access to your reference forms and additional letters, arrange for the referees to provide you with copies. Pursuant to federal privacy laws, all forms and letters become the property of Georgia State University; they will not, and cannot, be returned to you or transferred to another institution or third party. I have read and understood the above statement and therefore waive, do not waive my right of access to this document should I matriculate at Georgia State University.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

## To The Referee :

Under the 1974 Family Education Rights and Privacy Act, the above named applicant will have access to this reference form unless he or she has waived that right.

The person named above is applying for admission to our department as a candidate for the degree of Master of Social Work. This involves not only an intensive program of graduate study, but commitment to a professional career of serious responsibility as well. You have been selected by the applicant as someone who can be helpful to us in evaluating his or her qualifications and readiness to enter a graduate school.

Sound intelligence and the ability to think clearly and to communicate effectively are vital qualifications. Equally important are basic friendliness and security of personality, exemplified in good relationships with others. Motivation to enter the field of social work should include an awareness of social issues as well as a deep concern for people.

Although people continue to grow and mature, a person who enters a professional graduate program of social work without a good degree of readiness in all these areas risks failure, and at best, is likely to have a difficult and painful experience. Therefore, you can best help the applicant by being frank about his or her limitations as well as strengths. We ask you to answer the questions on the form as fully as possible. Additional observations by letter are most welcome. In order to facilitate an applicant's opportunity for admission, this form must be returned to the applicant as soon as possible, sealed in an envelope with your signature across the seal of the envelope.

Thank you very much for your assistance.

Sincerely,

Nancy P. Kropf

Director and Professor

Please answer the following questions as thoughtfully as possible. (Please feel free to attach a letter in addition to completing this form).

1. In what capacity have you known the applicant? (Please ✓ appropriate boxes).

Professor ( )	Research Supervisor ( )	Academic Advisor ( )	Employment Supervisor ( )	Field Instructor ( )	Personal ( )	Other ( )
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2. How long have you known the applicant? \_\_\_\_\_.

3. If you have personal knowledge of any experience the applicant has had in the broad areas of social service, indicate the nature of this experience and your assessment of the applicant's performance.

4. What do you consider the applicant's major strength as a candidate for professional education in social work?

5. In what areas, and to what degree, does the applicant need to be strengthened as a potential professional social worker?

6. Please give your impression of the applicant's rating in the following areas:

	Poor	Average	Good	Out-standing	Unable to judge
a. Level of maturity and emotional stability	_____	_____	_____	_____	_____
b. Sense of responsibility	_____	_____	_____	_____	_____
c. Understanding of self	_____	_____	_____	_____	_____
d. Sensitivity to needs of and feelings for others	_____	_____	_____	_____	_____
e. Quality of relationships with people	_____	_____	_____	_____	_____
f. Ability to respect and work with differences in people (e.g. race, class, culture, and ethnicity)	_____	_____	_____	_____	_____
g. Concern and commitment to work toward solving social problems	_____	_____	_____	_____	_____
h. Ability to initiate and follow through	_____	_____	_____	_____	_____
i. Leadership ability	_____	_____	_____	_____	_____
j. Willingness to accept direction and/or supervision	_____	_____	_____	_____	_____
k. Creativity	_____	_____	_____	_____	_____
l. Ability to express ideas and feelings-					
Verbally	_____	_____	_____	_____	_____
In Writing	_____	_____	_____	_____	_____
m. Interest in field of social work	_____	_____	_____	_____	_____

5. Summary Evaluation

\_\_\_\_\_ I do not recommend this applicant for admission to the Georgia State University Master of Social Work program.

\_\_\_\_\_ I feel that the applicant's qualifications are marginal, but if admitted, the applicant would greatly benefit from study in the program.

\_\_\_\_\_ I recommend this applicant for admission and feel his or her performance should be comparable to that of most graduate students.

\_\_\_\_\_ I strongly recommend this applicant for admission and feel that he or she has the capability to perform at a superior level.

SIGNATURE OF REFEREE: \_\_\_\_\_

DATE: \_\_\_\_\_