Millersville and Shippensburg Universities Master in Social Work

Reference Form – revised 2013

TO THE APPLICANT: Complete **Part A** and forward this form to the individual who will provide a reference. Ask him/her to email or fax the reference as per the information in Part B. **Three** professional references are required with a minimum of one from a faculty member (unless out of school more than 8 years) and one from a social service agency employer/supervisor. The third may be from **either** a faculty member or an employer/supervisor. **No personal or co-worker references will be accepted.**

PART A (to be completed by appl	icant):						
Name of Applicant							
Current Address							
ALL APPLICANTS MUST READ AND	SIGN THIS	AUTHORIZ	ATION FOR V	WAIVER*:			
I understand my rights under the PA Right review confidential appraisals placed in n							
I do do not waive my ri	ght to review	this recomm	endation.				
oplicant's Signature Date							
* Agreeing to waive your right to review or Shippensburg University for graduate		e report is not	required as a	condition of admiss	ion to either Millersvill	le	
PART B (to be completed by eval	uator):						
TO THE EVALUATOR: Please complete Part B below and the reverse of this form. Please email the completed form to gradadmiss@ship.edu or fax it to 717-477-4016 Attn: Graduate Admission. Your honest evaluation is greatly appreciated.							
In what capacity do you know the applicant (i.e. professor, supervisor)?							
How long have you known the applicant? In what agency/university?							
In what time period did you teach/supervise the applicant? From to to							
What comparison group are you using for	evaluation (i.e. undergrad	social work s	tudents)?			
Please mark the appropriate box to evaluate the applicant, in comparison with the group identified above, on each of the attributes listed below:							
Attribute	Top 5%	Top 10%	Top 25%	Below top 25%	Unable to judge		
Intellectual capacity							
Written communication skills							
Oral communication skills							
Cultural competence							
Leadership potential							
Commitment to social work values							
Emotional maturity and stability							
Potential for success in graduate work		1			1		

What do you see as the applicant's greatest professional strengths?					
On what area(s) of growth and development do you think the applicant need	ds to focus?				
What are other factors we should consider regarding this applicant?					
Summary Evaluation:					
I highly recommend this applicant for admission I recommend this applicant for admission.					
I do not recommend this applicant for admission.					
Evaluator's Signature	Date				
Please complete the following contact information by typing or printing leg	ibly:				
Name	Your Highest Degree Earned				
PositionUniversity/Agency					
Address					
Telephone Number E-mail					