

Letter of Reference

To be completed by the *applicant*:

Name _____ Date _____

This recommendation will become part of your admissions file. It will be used only for admissions considerations and will not be disclosed to any unauthorized individual without your consent. If you are enrolled in the B.S.W. Online Program at Portland State University, you will be accorded 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 Do not waive my right of access to this document.

Signature _____ Date _____

To be completed by the *reference*: (Reminder: Application deadline is March 1st)

Reference Name: _____ (Please print)

The above named is applying for admission to the Baccalaureate Social Work Online Program at Portland State University. Your assessment of the candidate will assist the Baccalaureate Social Work Admissions Committee in making admission decisions. Under the 1974 Family Education Rights and Privacy Act, the applicant named above will have access to this recommendation unless he or she has waived that right.

1. How long and in what context have you known the applicant?

2. 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’. We are particularly interested in references who can speak to the applicant's capacity and potential to work effectively with underrepresented groups.

	Not Observed	Exceptional					Poor
		5	4	3	2	1	
Academic Performance		●	●	●	●	●	
Commitment to Learning		●	●	●	●	●	
Initiative/Creativity		●	●	●	●	●	
Communication Skills: Oral		●	●	●	●	●	
Communication Skills: Written		●	●	●	●	●	
Technology related skills/abilities (email, upload/download, record videos, navigate online information systems)		●	●	●	●	●	
Commitment to Social Justice/ Social Change		●	●	●	●	●	
Critical Thinking Ability		●	●	●	●	●	
Interpersonal Skills		●	●	●	●	●	
Respect for Diverse Populations		●	●	●	●	●	
Leadership Ability		●	●	●	●	●	
Teamwork Ability		●	●	●	●	●	

3. We believe that such personal qualities as **intelligence, maturity, emotional stability, sensitivity, resourcefulness, initiative, follow-through, sound judgment, and a respect for others' diversity** are important for successful professional practice. Please assess the applicant's academic and/or professional promise within this context by **attaching a separate letter with this reference form.**

4. 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 upper division students.
- _____ I think that the applicant's qualifications are marginal, but if admitted, the applicant would greatly benefit from study in this program.
- _____ I do not recommend this applicant for admission to the Baccalaureate Social Work Online Program.

Signature _____ Date _____

Name _____ Degree _____

Position _____ Employer _____

Business Address (Street & No.)

City _____ State _____ Zip Code _____

May we call you for additional information? ___ Yes ___ No

Phone _____ Email address _____

Please return this form and your letter directly to the applicant in a sealed envelope.

Please sign the envelope on the back of the sealed flap.

Thank you for your cooperation.