



SCHOOL OF
Social Work
A&M-COMMERCE

REQUEST FOR REFERENCE

(Must be instructor or supervisor and clearly noted in Question 1)

Applicant: _____

To Applicant: Please check one of the following statements

- I retain the right to see any material sent by this reference, if I so desire.
- I waive my right to see any material sent by this reference.

To Applicant: Please send reference form directly to your references. Reference form must be provided to us by person completing form.

To Reference: The above named individual has applied to Texas A&M-Commerce for admission into the Masters of Social Work program.

**Please be sure to completely fill out the form, sign and date 2nd page, then,
email to: Dayla.Burgin@tamuc.edu or mail original to:**

**Graduate School
Texas A & M-Commerce
P.O. Box 3011
Commerce, Texas 75429-3011**



1. Please select in what context you have known this applicant and for how long.

- Direct Supervisor _____
- College Instructor _____
- How long known** _____

2. What would you describe as the applicant's greatest strengths?

3. What would you describe as the applicant's areas of needed growth?

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4. Please assess the applicant’s level of ability to complete graduate work.

5. How would you rate this applicant’s academic capacity compared to other individuals you have taught/supervised? ___Top 1% ___Top 5% ___Top 10% ___Top 20% ___Top 50%

6. Please mark an (X) in box where applicable and rate the applicant on the following items:

- Outstanding:** in upper 10% of people you know
- Above average:** 70 – 90% of people you know
- Average:** 30 – 70% of people you know
- Below average:** 0 – 30% of people you know
- Don’t know:** You do not know the applicant well enough to give an informed answer

	Above Average	Average	Below Average	Don't Know
I. Intellectual				
1. Spirit of inquiry				
2. Studious				
3. Creative thinker				
4. Writing skills				
5. Verbal skills				
II. Work Habits				
1. Organization				
2. Quality of product(s)				
3. Quantity of product(s)				
4. Relationships with peers				
5. Relationships with supervisors				
6. Reliability, dependability				
7. Leadership skills				
8. Uses criticism in a positive way				
III. Personal Characteristics				
1. Emotional stability				
2. Self-awareness				
3. Speaking effectiveness				
4. Appropriately assertive				
5. Resourcefulness				
6. Creativity				
7. Relationships with others				
8. Ability to cope with frustrations				
9. Reliability, trustworthiness				
10. Concern for social & political issues				
11. Accepts people as they are				

*Adapted from Eastern Washington University School of Social Work and Human Services

7. Additional comments: ***(Please attach additional sheet if necessary)***

Printed Name _____ Date _____

Original Signature _____

Email Address _____

Agency _____ Phone _____

Position _____ (In case we need to contact you regarding this reference)