



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](mailto: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?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCE FORM – PAGE 2**

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
<b>I. Intellectual</b>				
1. Spirit of inquiry				
2. Studious				
3. Creative thinker				
4. Writing skills				
5. Verbal skills				
<b>II. Work Habits</b>				
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				
<b>III. Personal Characteristics</b>				
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)