LETTER OF RECOMMENDATION FORM – FALL 2011
(This form and letters of recommendation postmarked by January 21, 2011)

This recommendation concerns: _________________________________________________________
(please print name of applicant)

The above named person is an applicant for admission into the Master of Social Work (MSW) Program at San José State University. Recommenders, please complete and sign this form, and attach with your letter. All letters of recommendation MUST be typed on agency or business letterhead and signed in order to be considered by the MSW Program Admissions Committee.

• With regard to the applicant, please comment in your letter of recommendation on the following:

A. Length of time and capacity in which you have known the applicant.
B. Capacity for social work practice with clients in complex situations.
C. Ability to work under stress.
D. Potential for culturally competent social work, especially with diverse populations including ethnic minorities, people with disabilities, and other marginalized groups.
E. Ability to work collegially as a member of an interdisciplinary team.
F. Skills and ability to comply with agency requirements, including accountability and timeliness.
G. Interest/commitment to the profession of social work.
H. Quality of written work, including clarity, cohesiveness, and organization.
I. Leadership experience and potential.
J. Areas for growth.

• Please check the box that corresponds with your overall evaluation of this applicant:

☐ I do not recommend this applicant for admission to San José State University’s MSW Program.

☐ I believe that this applicant’s qualifications are marginal, but if admitted, the applicant would greatly benefit from study in the program.

☐ I believe that this applicant’s performance should be comparable to that of most graduate students, and I recommend this applicant for admission.

☐ I believe that this applicant’s performance would be above average, and I recommend this applicant for admission.

☐ I believe that this applicant has the capability to perform at a superior level, and I strongly recommend this applicant for admission.

Recommender’s Name (please print): ________________________________ Title: ______________
Address: ___________________________________________________________________________
Signature: _____________________________________________________ Date: ______________

Recommenders please return this completed and signed form attached to your letter of recommendation to the applicant or mail it to the MSW Program Admissions Committee, San José State University, One Washington Square, San José, CA 95192-0124.

Public Law 90-247 requires all institutions of higher education receiving federal funds to make a student’s records available to him or her for examination upon request.
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RECOMMENDERS: please attach this “Addendum” to your letter of recommendation and mail it to the MSW Program Admissions Committee, San José State University, One Washington Square, San José, CA 95192-0124. If the student has waived the right to see your recommendation, below, please type "CONFIDENTIAL" at the top of your letter.

Waiver:

I, the above named student,

_____ waive
_____ do not waive

any right of access I may have, as provided by law, to this letter of recommendation.

Permission to contact your most recent degree program:

Do you give our Admissions Committee permission to contact the school from which you earned your last degree should additional information be needed to evaluate your application?

_____ yes, I give this permission
_____ no, I do not give this permission

STUDENT'S SIGNATURE: ___________________________________ DATE: __________________________

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