LETTER OF RECOMMENDATION FORM – FALL 2015

(This form and letters to be submitted online by January 20, 2015)

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, sign, and scan this form and your letter. All letters of recommendation MUST be on University, agency or business letterhead and signed in order to be considered by the MSW Program Admissions Committee (if you are not able to use letterhead please explain).

• 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 complete, print, sign, and scan this form and your letter and return scanned form and letter to the following email address <   >

*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.*