

# RECOMMENDATION FORM FOR ADMISSION

Augsburg College Graduate Studies • Master of Social Work

*For office use only*

Student ID \_\_\_\_\_

## To the Applicant:

Please give this recommendation form to a supervisor or co-worker who is familiar with your professional skills, or to a professor who is familiar with your academic abilities. Before you do, however, please indicate whether you reserve the right to review the recommendation once it is written or you waive your right to access this information.

I retain my right to review this recommendation.       I waive my right to review this recommendation.

Name of applicant (please print): \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

## To the Writer of this Recommendation:

Thank you for your willingness to provide information to the Augsburg College MSW Admissions Committee. Please give your assessment of the applicant's professional and/or academic abilities and readiness for graduate social work education. Please be candid in your assessment of the applicant. Using the checklist on the reverse side, please compare the applicant with others you have known during your professional career. For each of the categories below, please place the applicant in the appropriate reference group by marking an X.

After completing the checklist, please expand in a typed letter on the following:

- a. In what capacity have you known the applicant and for how long?
- b. Do you have personal knowledge of any experience the applicant has had in the broad areas of social service? Indicate the nature of this experience and your assessment of the applicant's performance.

Please mail the checklist and your letter directly to the Graduate Studies Admissions Office at the following address. Thank you.

Graduate Studies Admissions Office  
Campus Box 65  
Augsburg College  
2211 Riverside Avenue  
Minneapolis, MN 55454

We gratefully acknowledge the time and care you have taken to complete this checklist and letter of recommendation. Since Augsburg's decision cannot be made until references have been received, we would appreciate your completion of the checklist and letter of recommendation at your earliest convenience. The deadlines for applicants to submit materials are as follows:

## Submission Deadline

Your must submit this letter by these dates:

Early application deadline      December 1, 5 p.m.  
Final deadline      January 15, 5 p.m.

\_\_\_\_\_  
Evaluator name (print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Evaluator signature

\_\_\_\_\_  
E-mail or phone

**Recommendation Checklist**

Please compare the applicant to others you have known during your professional career. For each of the categories below, please place the applicant in the appropriate reference group by marking an X.

|  | Exceptional<br>(Top 5%) | Good<br>(Top 25%) | Average<br>(Top 50%) | Below<br>Average<br>(Bottom 50%) | Inadequate<br>Opportunity<br>to Observe |
|--|-------------------------|-------------------|----------------------|----------------------------------|---|
| Intellectual   |                         |                   |                      |                                  |   |
| Analytical   |                         |                   |                      |                                  |   |
| Able to express ideas and feelings:<br>a) verbally   |                         |                   |                      |                                  |   |
| b) in writing  |                         |                   |                      |                                  |   |
| Capable of doing graduate work   |                         |                   |                      |                                  |   |
| Responsible  |                         |                   |                      |                                  |   |
| Person of integrity, well developed value system   |                         |                   |                      |                                  |   |
| Creative, innovative   |                         |                   |                      |                                  |   |
| Mature and emotionally stable  |                         |                   |                      |                                  |   |
| Able to respect and work with differences in people (race,<br>class, culture, and ethnicity) |                         |                   |                      |                                  |   |
| Concerned and committed to working<br>toward solving social problems                         |                         |                   |                      |                                  |   |
| Able to initiate and follow through  |                         |                   |                      |                                  |   |
| Willing to accept direction and/or supervision   |                         |                   |                      |                                  |   |
| Other:   |                         |                   |                      |                                  |   |

**Summary Evaluation**

Please check one.

- I strongly recommend this applicant for admission and feel that he/she has the capability to perform at a superior level.
- I recommend this applicant for admission and feel his/her performance should be comparable to that of most graduate students.
- I feel that the applicant's qualifications are marginal, but if admitted, the applicant would greatly benefit from study in the program.
- I do not recommend this applicant for admission to the Augsburg College Master of Social Work Program.