

Introduction

Students currently enrolled within the University of Pittsburgh system (Pittsburgh campus and all regionals) should apply directly to the School of Social Work. All forms and credentials for these students should be forwarded directly to the School of Social Work for admission consideration.

Introduction to Students Interested in Social Work

The University of Pittsburgh thanks you for your interest and hopes this booklet will serve as a means of informing you and guiding you in the proper direction toward fulfilling your goals in the field of social work.

This booklet has been designed to meet two needs:

1. To be used as an instructional guide for transfer students who have attained 60 credits with a minimum 2.00 QPA, thereby qualifying them to make application to the School of Social Work.
2. To be used as a purely informational guide for seniors in high school or students with fewer than 60 credits who are interested in planning their course of study prior to applying to the School of Social Work.

Both the University of Pittsburgh's Office of Admissions and Financial Aid and the School of Social Work are here to serve you and answer any questions that you may have.

For further information or an appointment, please feel free to contact the following office:

New Students:
Office of Admissions and Financial Aid
Alumni Hall
University of Pittsburgh
4227 Fifth Avenue
Pittsburgh, PA 15260
(412) 624-7488

All Students (including students presently enrolled at Pitt):
School of Social Work
Room 2110 Cathedral of Learning
University of Pittsburgh
Pittsburgh, PA 15260
(412) 624-6348
E-mail: elhatab@pitt.edu

Objectives

The School of Social Work's Bachelor of Arts Program

The School of Social Work views its primary concerns as developing, organizing, and disseminating knowledge of the broad welfare needs and problems of society, and equipping practitioners with the knowledge, values, and skills necessary to plan, program, manage, deliver, and evaluate social welfare agencies.

The School's bachelor's and master's programs are accredited by the Council on Social Work Education, and graduates are eligible for full membership in the National Association of Social Workers.

The Bachelor's of Arts in Social Work (BASW) Program prepares graduates to engage in entry-level generalist social work practice with individuals, families, groups, communities, and/or organizations within a diverse society. Professional practice settings for entry-level generalist practitioners include child welfare, family preservation, hospitals, community mental health, drug and alcohol, aging, juvenile justice, shelters for battered women or for the homeless, community food banks, neighborhood citizen organizations, and rehabilitation, among many others.

The social work program represents a major concentration and is offered during the junior and senior years. It is planned for the undergraduate who wishes to practice immediately upon graduation, the practitioner who wishes to enhance his/her practice with a theoretical base, and the undergraduate who plans to enter a graduate study program.

When students graduate from the BASW program they are expected to:

1. Master and practice an understanding of generalist social work practice that upholds professional standards, values and ethics.
2. Demonstrate knowledge of the problem solving approach, including engagement, data collection, assessment, intervention, evaluation and termination leading to effective interventions with systems of varying sizes.
3. Engage in culturally sensitive generalist practice with diverse and oppressed populations.
4. Demonstrate knowledge about and skills in critically analyzing theories of human behavior, including the ability to identify and assess interactions of people within their social environments.
5. Use a bio-psycho-social-spiritual theoretical framework to understand individual development and behavior across the life span and the interactions among individuals and between individuals and families, groups, organization, and communities.

6. Develop practice techniques to help client/consumers to increase their abilities to problem solve, cope, and network.
7. Demonstrate the ability to link and assist clients/consumers with resources, services and opportunities.
8. Demonstrate knowledge about and the skills to critically analyze the historical evolution of social welfare and social work as a profession, including alternative models of social welfare that have evolved in different ethnic, racial, and cultural communities.
9. Evidence the ability to describe, assess, and critically analyze social policies and the impact of social welfare policy on client/consumer systems, as well as, different population groups.
10. Develop a professional commitment to and skill in advocacy to create and promote responsive and effective services and resources that promote social justice.
11. Evaluate and apply research methods, research findings, and related tools to evaluate practice interventions.
12. Demonstrate an understanding and application in using information technologies for social work practice.
13. Evidence proficiency in verbal and written communication relevant to beginning generalist practice.
14. Demonstrate commitment to ongoing professional growth and development.

Admissions

For admission to the Bachelor of Arts in Social Work program (BASW), a student must meet the following personal and academic requirements:

- Completion of the freshmen and sophomore years in an accredited undergraduate institution and/or completion of an associate degree program is required.
- The applicant's academic record must show the capacity for successful work at the undergraduate level, with a minimum of a 2.00 QPA on a 4.00 scale. The review of the academic record will include a computation of the cumulative quality point average (QPA); an identification of areas of high, average, and low performance; and a notation of the range of social science and other related coursework.
- The applicant must have completed a minimum of 60 credits, distributed as follows:

Humanities	9 credits
Social sciences	9 credits
Natural sciences	9 credits
Other courses	33 credits (preferably including a computer science and a non-western culture course)
- He/she must exhibit the qualities and stability essential to function effectively in the profession.

Credits awarded from the College-Level Examination Program (CLEP) by the College of General Studies are acceptable for inclusion in the 60 credits.

THE DEADLINE FOR SUBMITTING FALL TERM APPLICATIONS IS MAY 15. THE DEADLINE FOR SUBMITTING SPRING TERM APPLICATIONS IS NOVEMBER 15.

Instructions

Instructions for Filing an Application for Admission to the School of Social Work's Bachelor of Arts Program (BASW)

Application Form

The application form and all application materials and credentials must be received by May 15 for Fall Term admissions and November 15 for Spring Term admission. Applications and all credentials are submitted to:

For new students:

Office of Admissions and Financial Aid
Alumni Hall
4227 Fifth Avenue
University of Pittsburgh
Pittsburgh, PA 15213

For students currently enrolled within the University of Pittsburgh system:

Office of Admissions
School of Social Work
Room 2110 Cathedral of Learning
Pittsburgh, PA 15260

Application Fee

University of Pittsburgh students currently enrolled at any one of the five campuses are **not** required to submit an application fee when applying to the BASW program. A \$35 application fee is required for all other applicants to the program (this includes former students who are not currently enrolled in the University).

Transcripts

It is the responsibility of the applicant to request the registrar of each college attended to send a complete transcript to the Office of Admissions, School of Social Work. These arrangements should be made immediately. If work is still in progress at the time of filing an application, the student should request a supplemental transcript at the end of each term. While a decision for acceptance may be made while academic work is still in progress, an up-to-date transcript must be received before the applicant can register for coursework. Credentials submitted in support of an application are not returned.

Persons seeking a transfer to the University of Pittsburgh from another college or university must also submit a **high school transcript** or its equivalent.

Written Statement

Each applicant is required to include with the application a three-part written statement discussing the following concerns **in depth**:

- Part 1: The influence in your life experience that made you select social work as a profession.
- Part 2: What you believe social work education can contribute to your professional competence.
- Part 3: What you believe to be one of the most important contemporary social issues and why.

This statement should be typewritten, double-spaced, and ***should not exceed eight pages***.

Application Supplement Sheet

This form should be completed and returned ***with your application*** to the Office of Admissions, School of Social Work. Information requested on this form includes your employment background, a list of the names and addresses of the people who will be completing reference forms on your behalf, and academic credit requirement questions. Your signature and the date must be included on the bottom of this form.

References

The application materials for social work include three blank letter-of-reference forms. Required references include college advisers, an instructor at the college level, and current (or last) employer/volunteer supervisor. The applicant takes the responsibility of providing these references. The blank reference forms which you receive should be sent to each of the reference persons.

Please note that ***you should write your name on the top of the reference form prior to forwarding the form*** to the reference person. Also read the top section (relative to Public Law 90-274) and respond according to your wishes. Your signature in this section means that ***you waive your right*** (as specified in the law) to access to the content of the reference letter. If you do not sign, you maintain your right to access as specified in the law.

The Admissions Office of the School of Social Work will periodically notify applicants of the status of the application materials, and the applicant will be expected to follow through with each reference to insure receipt of the letter. References should mail the completed form directly to the Office of Admissions, School of Social Work, Room 2110 Cathedral of Learning, University of Pittsburgh, Pittsburgh PA 15260.

Admission Interviews

Interviews may be initiated by the admissions personnel of the School of Social Work. All applicants are encouraged to seek information-sharing interviews. Applicants who feel they would like to discuss special circumstances surrounding their application are encouraged to seek admission interviews. The interview, if necessary, should be scheduled after all application materials have been received. Usually, decisions on applications for admission are made without an interview.

Other Supporting Materials

The School of Social Work does not require the submission of scores from an examination for admission consideration. However, applicants wishing to submit such exam scores or other materials (publications, major papers, etc.) in support of their application may do so. In no instance will an applicant not submitting these be penalized in determining acceptance for the program.

Special circumstances surrounding individual applicants may indicate the need for additional materials (references, etc.) to be submitted in support of the application. The School reserves the right to require selected additional materials as it deems appropriate.

Applications are reviewed upon receipt of *all* required materials.

Confidentiality

The BASW admission procedures may, on an individual basis, necessitate a review of an applicant's record by the Admissions Committee consisting of faculty and students. If for any reason you prefer not to have your record reviewed by students, please notify this office at the time of submission of your application.

If you have further questions, do not hesitate to contact the University admissions office, (412) 624-7488, or the School of Social Work, Room 2110 C.L., University of Pittsburgh, Pittsburgh, PA 15260; (412) 624-6348.

Application Review

The BASW Program uses a "rolling" admissions procedure. Each application received prior to the May 15th deadline will be acted upon as soon as all the necessary parts of the application have been received.

DEGREE REQUIREMENTS

The School of Social Work, University of Pittsburgh, requires 120 credits for graduation. The courses listed below are required of all students for completion of work toward the Bachelor of Arts in Social Work:

A. Major Courses: A total of 48 credits in the social work major is required:

<i>Title</i>	<i>Credits</i>
SOCWRK 1000 Introduction to Social Work*	3
SOCWRK 1005 Social Welfare I*	3
SOCWRK 1006 Social Welfare II*	3
SOCWRK 1008 Ethnicity and Social Welfare	3
SOCWRK 1010 Interventive Methods I	3
SOCWRK 1011 Interventive Methods II	3
SOCWRK 1012 Interventive Methods III	3
SOCWRK 1013 Interventive Methods IV	3
SOCWRK 1015 Human Behavior and the Social Environment	3
SOCWRK 1020 Introduction to Social Work Research	3
SOCWRK 1024 Practicum Seminar and Lab I	3
SOCWRK 1025 Practicum I	6
SOCWRK 1026 Practicum Seminar and Lab II	3
SOCWRK 1027 Practicum II	6

B. Additional Requirements**

1. Social and Behavioral science courses--21 credits required. Students must take one course (3 cr.) in each of the following areas and must select one of the areas for a concentration of a minimum of 12 credits.

Anthropology
Economics
Political Science
Psychology
Sociology

2. Other course requirements**

Africana Studies	3
English Composition	3
Human Biology	3
Statistics	3

*Course of equivalent content may have been taken at another institution.

**These courses may have been taken as part of the 60 credits required for admission. Any of these courses not taken prior to admission must be completed prior to graduation.

Course sequencing for a part-time program of study is as follows:

		<u>Course</u>		<u>Credits</u>
YEAR ONE	Fall	SocWrk 1000	Introduction to Social Work	3
		socWrk 1005	Social Welfare 1	3
	Spring	SocWrk 1006 Student Choice	Social Welfare 2	3
	Summer	Student Choice		
YEAR TWO	Fall	SocWrk 1010	Interventive Methods 1	3
		SocWrk 1015	HBSE	3
	Spring	SocWrk 1011 SocWrk 1012	Interventive Methods 2 Interventive Methods 3	3 3
	Summer	Student Choice		
YEAR THREE	Fall	SocWrk 1013	Interventive Methods 4	3
		SocWrk 1020	Intro to Social Work Research	3
	Spring	SocWrk 1008 Student Choice	Ethnicity and Social Welfare	3
YEAR FOUR	Fall	SocWrk 1024	Practicum Seminar and Lab 1	3
		SocWrk 1025	Practicum 1	6
	Spring	SocWrk 1026 SocWrk 1027	Practicum Seminar and Lab 2 Practicum 2	3 6

*Course of equivalent content may have been taken at another institution.

**These courses (some or all) may have been taken as part of the 60 credits required for admission. Any of these courses not taken prior to admission must be completed prior to graduation.

BASW Program: Guide to Course Sequencing

First Term--Fall--Junior Year

<u>Course</u>	<u>Credits</u>	
SOCWRK 1000	Introduction to Social Work**	3
SOCWRK 1005	Social Welfare I**	3
SOCWRK 1010	Interventive Methods I	3
SOCWRK 1015	Human Behavior and the Social Environment (HBSE)	3
Student Choice	<u>3</u>
		15

Second Term--Spring--Junior Year

<u>Course</u>		
SOCWRK 1006	Social Welfare II**	3
SOCWRK 1008	Ethnicity and Social Welfare	3
SOCWRK 1011	Interventive Methods II	3
SOCWRK 1012	Interventive Methods III	3
Student Choice	<u>3</u>
		15

Third Term--Fall--Senior Year

<u>Course</u>		
SOCWRK 1013	Interventive Methods IV	3
SOCWRK 1020	Introduction to Social Work Research	3
SOCWRK 1024	Practicum Seminar and Lab I	3
SOCWRK 1025	Practicum I	<u>6</u>
		15

Fourth Term--Spring--Senior Year

<u>Course</u>		
SOCWRK 1026	Practicum Seminar and Lab II	3
SOCWRK 1027	Practicum II	6
Student Choice	3
Student Choice	<u>3</u>
		15

**May be taken before admission to the program

Course Descriptions

Required Courses

1000 INTRODUCTION TO SOCIAL WORK 3 cr.
Explores social work in terms of what the profession seeks (its goals); what it does to achieve those goals (its direct practice methods); which principles are to be reflected in all professional social work activity (its values and ethics); how the profession evolved (its history); which social issues are of particular concern to social workers (its special mission re: poverty, racism, sexism, among others); what types of agencies/services involve professional social workers (its fields of practice); and how effective is professional social work (its evaluative systems).

1005 SOCIAL WELFARE I 3 cr.
Engages students in analyses of the nature and impact of economic/political/social ideologies and forces which shaped the evolution (up to 1935) of western and other civilizations' responses to the poor, unemployed, sick and disabled, displaced, children and families at risk, widows and orphans, racial/ethnic minorities, among others, in its midst.

1006 SOCIAL WELFARE II 3 cr.
Engages students in analyses of the nature and impact of economic/political/social ideologies and forces which shaped the development of American social welfare policies and services from 1935 to present, including policies/services related to personal and social services, health and mental health, income distribution and income maintenance, employment, and criminal justice and including discussions of the processes of policy itself.

1008 ETHNICITY AND SOCIAL WELFARE 3 cr.
Engages students in historical research of federal policies on immigration, naturalization, and citizenship; tribal sovereignty; and civil rights within the context of analyses of the socio-political histories, traditional cultures, and traditional patterns of social welfare of European Americans, Native Americans, African Americans, Asian Americans, and Americans of Spanish Origin.

1010 INTERVENTIVE METHODS I 3 cr.
Guides students in value-based, culturally-sensitive, generalist model professional skill development in utilizing effective techniques of worker-client communication; structuring helping interviews; establishing, maintaining, and terminating effective working relationships; and applying the data collection-assessment-intervention-evaluation processes involved in generalist practice with client systems of various sizes.

1011 INTERVENTIVE METHODS II 3 cr.
Guides students in value-based, culturally-sensitive, conceptually framed professional skill development in preparing knowledgeable assessments of the needs of individuals and families as clients/client systems; planning and implementing appropriate plans for intervention; and applying techniques to evaluate the effectiveness of the interventions.

1012 INTERVENTIVE METHODS III 3 cr.
Guides students in value-based, culturally-sensitive, conceptually framed professional skill development in establishing and maintaining effective working relationships with organizations of community residents/systems as client systems; working with these organizations to prepare knowledgeable assessments of the needs of communities, to develop and implement community plans and strategies of intervention, and to assess the effectiveness of these interventions.

1013 INTERVENTIVE METHODS IV
Guides students in value-based, culturally-sensitive, conceptually framed professional skill development in preparing knowledgeable assessments of the needs of treatment systems.

clients/client systems; establishing facilitative worker relationships with such groups; guiding group activities and processes so as to maximize group goal(s) attainment; and applying techniques to evaluate the effectiveness of practice activity with groups.

1015 HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT 3 cr.
Engages students in analyses of bio-psychological and factors which facilitate and/or inhibit effective human interactions with such systems in the social environment as family, group, neighborhood and community, employment, housing, health care, and education, with special emphases upon evaluating the impact of social class, gender, sexual orientation, and racial/ethnic group membership.

1020 INTRODUCTION TO SOCIAL WORK RESEARCH 3 cr.
Engages students in exploration and analyses of such research concepts as research methods, measurements, sampling and surveying, and single case designs, and guides value-based, culturally-sensitive professional skill development in scientific inquiry, problem-formulation, planning and implementation of research designs, analysis of data, and assessment of research.

1024 PRACTICUM SEMINAR AND LAB I 3 cr.
Engages students in analyses and evaluation of their own value-based, culturally-sensitive professional growth and development re: knowledge, values, and skills of generalist practice as evidenced by their application in the field of theories, methods, and techniques learned in prior and concurrent academic and field work. Engages students in the exploration of such topics as field instruction, supervision, and evaluation; understanding social agencies and the social service delivery systems of which they are part; and the applicability of specific generalist practice methods and techniques to the client systems with which the students interact in field placement.

1025 PRACTICUM I 6 cr.
Engages students in first term senior year structured, educationally- and agency-supervised field placement assignments involving entry-level generalist practice activities with clients in a human service agency for three 8-hour days per week, 13 weeks. Engages students in development and implementation of field learning objectives, activities, and evaluative processes which continue value-based, culturally-sensitive, conceptually framed development of professional knowledge, values, and skills.

1026 PRACTICUM SEMINAR AND LAB II 3 cr.
Continues the engagement of students in analyses and evaluation of their own value-based, culturally-sensitive professional growth and development re: knowledge, values, and skills of generalist practice as evidenced by their continuing application in the field of theories, methods, and techniques learned in prior and concurrent academic and field work. Engages students in the exploration of topics such as social service delivery network analysis, case recording, practice ethics, practice research, and post-baccalaureate professional growth and development.

1027 PRACTICUM II 6 cr.
Engages students in the second term senior year continuation of structured, educationally- and agency-supervised field placement assignments involving more autonomous entry-level generalist practice activities with clients in a human service agency for three 8-hour days per week, 13 weeks. Engages students in development and implementation of field learning objectives, activities, and evaluative processes which enhance and extend value-based, culturally-sensitive, conceptually framed development of professional knowledge, values, and skills.

Electives (not offered every term)

1023 SOCIAL GROWTH THROUGH PSYCHODRAMA

Introduces students to the philosophical concepts, theories, operational elements, format, procedures and processes, and basic techniques and strategies of psychodrama.

1030 DIRECTED STUDY

1-6 cr.

Provides the opportunity for student-initiated, faculty-guided student learning experiences which significantly supplement the social work curriculum and conform to academic course content expectations.

Advisement

Each student will be assigned to a faculty advisor at the beginning of each academic year. Juniors will generally be assigned to those faculty who teach first term junior courses. Seniors will be assigned to the faculty instructor for the particular section of Practicum Seminar and Lab for which they are registered. The purpose of advising is to assist the student with the academic program and interpret the policies of the School and the goals and objectives of the profession.

The B.A.S.W. Program holds two registration days at the beginning of each registration period, and all students are urged to register at that time. In addition, the advising process offers students and faculty an opportunity to discuss and share concerns and to offer suggestions for the program. The B.A.S.W. Student Organization provides additional information and support to students via informal peer advisement. The student is urged to assist in the advisement procedures by reviewing completed academic work to date, defining educational and career goals, and by supplying input that might be helpful in the charting of course work for the balance of the academic experience.

Advanced Standing

Students who have earned college-level credits at another accredited institution before entering the University of Pittsburgh may be eligible for advanced standing. An official transcript of *all* courses taken at other schools must be submitted at the time of application, whether or not it is intended that such credits be counted toward a degree at the University. These credits are not merely units to be added to those earned here. To be accepted, they must be evaluated by the School of Social Work's Office of Admissions and approved by the Associate Dean. If the student is admitted to the program, the advanced standing credits are not used in future computation of the QPA.

All credits eligible for advanced standing are subject to the following limitations:

1. Credits earned by students at another accredited institution will be accepted from the time of accreditation only, if the quality of the credits earned is at least one grade above the lowest passing grade.
2. Courses for which credit is sought must correspond with those offered by the University of Pittsburgh in objectives and content.

3. The number of credits granted for a given course cannot exceed the number on the transcript from the school where they were earned, nor can it exceed the number earned in the corresponding course in the University of Pittsburgh.
4. No transfer credits can be part of the final 30 credits required for a degree. These must be earned in residence.
5. While the undergraduate program of the School of Social Work does not have a statute of limitations, it reserves the right to invalidate some courses for transfer if the content is outmoded.
6. All transfer credits are subject to re-evaluation if and when the student transfers from one school to another within the University of Pittsburgh.
7. Not more than 90 credits may be transferred from four-year schools; not more than 60 credits from two-year schools. This decision is made on the basis of the *last school attended*.
8. If a course for which advanced standing has been granted is repeated, the advanced standing credit is canceled.

Practicum

Bachelor of Arts in Social Work Program

Field Instruction (Practicum)

Field instruction is an integral part of the educational program of the school, with emphasis upon individualized adult learning. Instructors, agency- or faculty-based, guide the student as she/he learns to use, test, and evaluate the results of problem-solving approaches with client systems in community agencies and organizations. The school, in conjunction with carefully selected agencies, assumes responsibility for the nature, focus, and content of field education. Practicum experiences are provided in a variety of settings, including traditional, new, and emerging service agencies.

BASW students complete the field work (practicum) component of the program during the fall and winter terms of their senior year. The schedule is as follows:

FALL TERM: September-December: Three days per week, six academic credits, 312 clock hours minimum.

SPRING TERM: January-April: Three days per week, six academic credits, 312 clock hours minimum.

Students initiate the practicum planning process by submitting information about the kind of activities and/or agencies preferred for field placement. The school explores these possibilities and either approves those placements or presents good alternatives. The student, agency, and school agree to the arrangements prior to the beginning of the practicum.

Students enroll in a three-academic-credits Practicum Seminar/Lab which is carried concurrently with the practicum. The seminar lab is designed to help students further integrate classroom and practice.

Jobs

BACHELOR OF ARTS IN SOCIAL WORK PROGRAM

Job Opportunities

As in other careers, social work opportunities fluctuate from time to time. However, the professionally prepared BASW graduate will find a variety of positions available.

BASW graduates can serve in a variety of positions, including medical social workers, case managers, family preservation workers, community organization workers, school social workers, child welfare workers, and family service workers.

Pittsburgh area agencies employing recent BASW graduates include Children and Youth Services, Neighborhood Centers Association, Community Human Services, Turtle Creek Valley Mental Health and Mental Retardation, St. Francis Hospital, and Three Rivers Youth. Many other agencies and programs also employ BASW graduates.

The School of Social Work assists students to obtain employment by encouraging agencies to list notices of openings with the Office of Student Affairs. Students can then come to one location for a compilation of recent job notices. The director of admissions and the director of the BASW program would be happy to answer questions about employment for BASW graduates.

Employment Background

List your record of employment (paid and volunteer experiences), beginning with present or latest position held. Please indicate which were volunteer experiences.

<i>Name and Location of Employers</i>	<i>Position held</i>	<i>Dates</i>

Reference Letters

REFERENCES: NAME and COMPLETE ADDRESSES (with official titles, if any) of three responsible persons, not relatives, who are personally acquainted with you and who are well-informed respecting your qualifications. REQUIRED REFERENCES include: (1) latest employer/volunteer supervisor; (2) college advisor; (3) a college instructor.

1. _____
2. _____
3. _____

Credit Requirements

WILL YOU HAVE 60 CREDITS BY THE AUGUST PRECEDING THE SEPTEMBER FOR WHICH YOU ARE APPLYING: _____ YES _____ NO

DO YOU HAVE ANY COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) CREDITS NOT SHOWING ON YOUR TRANSCRIPT? _____ YES _____ NO (If yes, please submit a copy of the credit award.)

Applicant's Signature *Date*

Applicant's Name _____

Under Title IV of Public Law 90-247, students have the right to inspect letters of recommendation unless they have executed a waiver permitting the maintenance of confidentiality.

I, _____, being fully informed of my right to inspect letters of recommendation under the "Buckley Amendment," do hereby waive that right for the purpose of allowing the University of Pittsburgh to maintain this recommendation as a confidential communication.

Applicant's Signature

Date

LETTER OF REFERENCE

The above applicant to the B.A. in Social Work program of the School of Social Work has submitted your name as a reference. Please indicate your wishes relative to the School's sharing your comments with the applicant. Also, be advised that information contained in this letter will be used in precise accord with your wishes.

Individuals who are selected must be able to fulfill the intellectual requirements of undergraduate school and must possess personal qualifications considered essential to the professional practice of social work. Therefore, we are very much interested in whether or not the applicant has the qualities outlined below. Each item is ranked on a scale of 1 to 5, with 1 as very low. Please check only one answer for each item.

	Low				High		Don't Know
	1	2	3	4	5		
1. Applicant's capacity for change and openness to learning.							
2. Applicant's work or study habits demonstrating discipline, responsibility, and productivity.							
3. Applicant's intellectual capacity to understand abstract concepts and deal with them effectively.							
4. Applicant's ability to be resourceful, creative, and original.							
5. Applicant's ability to work independently.							
6. Applicant's ability to express herself/himself clearly.							
7. Applicant's potential for leadership.							
8. Applicant's sensitivity to current social problems and issues.							
9. Applicant's capacity for self-evaluation.							
10. Applicant's capacity to use supervision effectively.							
11. Applicant's ability to relate well to others.							
12. Applicant's ability to be sensitive to the needs of others.							
13. Applicant's emotional stability and maturity.							
14. Applicant's integrity as a person.							

We urge you to add further comments relative to your additional knowledge of the applicant or elaborate further on your above ratings. Please feel free to do so on the reverse side of this reference or by attaching a separate sheet of paper.

Thank you very much for your cooperation. We would appreciate submission of this form at your earliest convenience so that we can begin to process the application.

Name

Position or Title

Address

Date

Applicant's Name _____

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Applicant's Signature

Date

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2. Applicant's work or study habits demonstrating discipline, responsibility, and productivity.							_____
3. Applicant's intellectual capacity to understand abstract concepts and deal with them effectively.							_____
4. Applicant's ability to be resourceful, creative, and original.							_____
5. Applicant's ability to work independently.							_____
6. Applicant's ability to express herself/himself clearly.							_____
7. Applicant's potential for leadership.							_____
8. Applicant's sensitivity to current social problems and issues.							_____
9. Applicant's capacity for self-evaluation.							_____
10. Applicant's capacity to use supervision effectively.							_____
11. Applicant's ability to relate well to others.							_____
12. Applicant's ability to be sensitive to the needs of others.							_____
13. Applicant's emotional stability and maturity.							_____
14. Applicant's integrity as a person.							_____

We urge you to add further comments relative to your additional knowledge of the applicant or elaborate further on your above ratings. Please feel free to do so on the reverse side of this reference or by attaching a separate sheet of paper.

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LETTER OF REFERENCE

The above applicant to the B.A. in Social Work program of the School of Social Work has submitted your name as a reference. Please indicate your wishes relative to the School's sharing your comments with the applicant. Also, be advised that information contained in this letter will be used in precise accord with your wishes.

Individuals who are selected must be able to fulfill the intellectual requirements of undergraduate school and must possess personal qualifications considered essential to the professional practice of social work. Therefore, we are very much interested in whether or not the applicant has the qualities outlined below. Each item is ranked on a scale of 1 to 5, with 1 as very low. Please check only one answer for each item.

	Low				High		Don't Know
	1	2	3	4	5		
1. Applicant's capacity for change and openness to learning.							—
2. Applicant's work or study habits demonstrating discipline, responsibility, and productivity.							—
3. Applicant's intellectual capacity to understand abstract concepts and deal with them effectively.							—
4. Applicant's ability to be resourceful, creative, and original.							—
5. Applicant's ability to work independently.							—
6. Applicant's ability to express herself/himself clearly.							—
7. Applicant's potential for leadership.							—
8. Applicant's sensitivity to current social problems and issues.							—
9. Applicant's capacity for self-evaluation.							—
10. Applicant's capacity to use supervision effectively.							—
11. Applicant's ability to relate well to others.							—
12. Applicant's ability to be sensitive to the needs of others.							—
13. Applicant's emotional stability and maturity.							—
14. Applicant's integrity as a person.							—

We urge you to add further comments relative to your additional knowledge of the applicant or elaborate further on your above ratings. Please feel free to do so on the reverse side of this reference or by attaching a separate sheet of paper.

Thank you very much for your cooperation. We would appreciate submission of this form at your earliest convenience so that we can begin to process the application.

Name

Position or Title

Address

Date