



MSW Field Instructor Recommendation

Due by January 15th

(or the last business day before should January 15th fall on a weekend)

TO THE APPLICANT: Please type your full name below, along with the information requested of your field instructor who supervised your field internship experience.

TO THE RECOMMENDER: The mission of graduate social work education at the University of Nevada, Reno is to prepare ethical, competent, advanced generalist social workers who are capable of practicing with a high degree of autonomy and skill. The applicant whose name appears below is applying to the Master of Social Work Program at the University of Nevada, Reno and has requested that your recommendation be included as part of the information on which our MSW Admissions Committee will base its decision. Your responses to the following questions will be very helpful to the Admissions Committee.

Applicant's Name (First and Last Name)

Field Instructor

Position or Title

School or Firm

Address

City, State

Zip Code

Telephone

Email

Under the Family Education Rights and Privacy Act of 1974, students who are admitted and who matriculate into the program to which they apply are given the right to inspect their records, including this letter of recommendation, unless they have waived their right to review. Applicants have the option of signing the following waiver or declining to do so. **Note:** *If the applicant chooses not to signal their choice by signature, it will automatically waive the right to review this letter of recommendation.*

I expressly waive any rights I might have to access this letter of recommendation under the Family Education Rights and Privacy Act of 1974.

Applicant's Signature

Date

I do not agree to the waiver above.

Applicant's Signature

Date



1. In what capacity and how long have you known the applicant?

2. Please comment on the applicant's experience in the broad arena of human services.

3. What characteristics do you consider to be the major strengths of the applicant for graduate education and professional social work practice?

4. What applicant characteristics would you suggest need further development?



5. We are interested in your assessment of the applicant's potential for graduate education. Please place a check by the **one** statement in each category that **best** represents this applicant:

A. Written Communication Skills:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unable to express ideas clearly in writing	Has some trouble with logical order and grammar	Uses correct grammar and punctuation but has trouble with logical order	Expresses ideas logically and succinctly in writing most of the time	Outstanding in the written expression of ideas	Not able to judge

B. Learning Skills:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very slow to grasp subject/work requirements; memorizes with little understanding	Needs to exert extra effort to demonstrate minimal understanding of subject/work requirements	Is about average in understanding subject/work	Quick to grasp subject/work requirements	Brilliant; one of 5% of all others in learning subject/work requirements	Not able to judge

C. Intellectual Curiosity Skills:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A follower; accepts things as they are	Rarely asks meaningful questions or generates new	Raises some questions and tries to set forth new ideas	Intellectually curious; frequently generates new	Outstanding ability to generate new ideas; great intellectual curiosity	Not able to judge

D. Oral Communication Skills:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inarticulate; ideas not presented clearly	Weak in oral skills including command of language and articulation	Articulates fairly well but order of ideas is not always logical	Good in articulating; ideas presented clearly and logically	Very articulate; outstanding command of language	Not able to judge



6. We are interested in your assessment of the applicant's suitability for the advanced generalist social work practice focus of our program. Using as a base of comparison other individuals whom you have known in social work in recent years, please rate the applicant in the following areas:

Characteristics	Exceptional	Above Average	Average	Below Average	Well Below Average	No Basis for Judgment
Sensitivity to diversity issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desire to work with organizations, groups, communities, families and individuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to accept constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibly carries out assignments/tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works independently and takes initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open to change and new ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates sound decision making abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates emotional maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performs well under stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committed to the profession of social work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of personal abilities in helping others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates self-awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willing to engage in social change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committed to solving social problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates concern for social needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates a multi-dimensional practice focus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committed to social work values	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



7. We are interested in your assessment of the applicant's performance in the field education program. Please check the one statement that best represents the applicant's performance in the field placement.

Performance Characteristics	Exceptional	Above Average	Average	Below Average	Well Below Average	No Basis for Judgment
1. Treats clients, colleagues, and community members with respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Applies social work values, ethics, and principles in multi-level interventions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Seeks appropriate feedback from field instructor and others for performance development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is well prepared and motivated to participate appropriately at staff conferences and meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Evaluates own performance (i.e. self-evaluation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Maintains appropriate professional boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Applies principles and practice skills of case management where appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Applies principles and practice skills of crisis intervention where appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Applies principals and practice skills of task centered social work where appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Establishes rapport and collaborative working relationship with client system(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Summarizes, synthesizes, and draws conclusions from data gathered in the assessment process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Appropriately applies practice theories of groups, communities, and organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Able to articulate own personal policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Able to identify the effects of policy on client system(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Can design policy level interventions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Able to evaluate clients progress toward contracted goals and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Terminates effectively with client system(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Records case information in a timely, comprehensive, concise, and accurate manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Uses social research findings to inform selection of practice interventions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Carefully maintains confidentiality, meets legal requirements of the agency and projects clients' rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Creates comprehensive intervention plans with appropriate goals and specific, measurable, and time limited objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Uses appropriate research methods and tools to evaluate the effectiveness of social work interventions employed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Selects, articulates and appropriately applies theories of human growth and development in conducting client assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Considers factors of culture, ethnicity, race, gender, religion, age, sexual orientation, physical disability, and other minority status issues in the planning and implementation of services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



8. Please use the space below for additional comments you would like to make regarding this applicant.

[Large empty box for additional comments]

9. Please check the box that best corresponds with your overall evaluation of this applicant with respect to admission to the MSW program:

- I do not recommend this applicant for admission to the MSW Program.
- I believe this applicant's qualifications are below average, but if admitted, the applicant would greatly benefit from study in the MSW Program.
- I believe this applicant's performances should be comparable to that of most graduate students, and I recommend this applicant for admission to the MSW Program.
- I believe this applicant has the capability to perform at an above average level, and I highly recommend this applicant for admission.

We greatly appreciate your assistance in our evaluation of this candidate's application for admission to the MSW Program. Thank you for sharing your observations.

Signature of Recommender

[Signature line]

Date

[Date line]

Note: The School of Social Work does not accept faxed or emailed application materials; additionally, recommendation forms must be sent directly from the recommender to the below address.

RECOMMENDER

University of Nevada, Reno
 School of Social Work
 MSW Admissions Committee
 1664 N. Virginia Street, Mailstop 090
 Reno, NV 89557-0090

In compliance with federal law, including the provision of Title IX of the Education Amendments of 1972 and Sections of 503 and 504 of the rehabilitation Act of 1973, the University of Nevada, Reno does not discriminate of the basis of race, sex, religion, color, national origin, age, handicap, or military service in its administration policies, programs, or activities; its admission policies; scholarship and loan programs; athletic or other university administered programs; or employment.