



## MSW Field Instructor Recommendation

### TO THE RECOMMENDER:

**Before completing this form, please save it to your desktop, then open it in Adobe Acrobat. Once you have completed and “signed” the form, please save it again, and then submit it using the instructions provided in the email you received. Please do not print the form out to complete it. Thank you!**

Please type the applicant's name below, along with your information. These are professional references; therefore, you should have supervised the applicant in some capacity and be familiar with their educational background, employment, and/or professional skills. Applicants should not ask a family member, peer, classmate, co-worker, or friend to serve as a reference.

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)

#### Name of Recommender

#### 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 in their application.



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	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	Very slow to grasp subject/work requirements; memorizes with little understanding	Needs to exert extra effort to demonstrate minimal understanding of subject/work requirements	Uses correct grammar and punctuation, but has trouble with logical order	Is about average in understanding subject/work requirements	Quick to grasp subject/work requirements	Not able to judge
C. Intellectual Curiosity Skills	A follower; accepts things as they are	Rarely asks meaningful questions or generates new ideas	Raises some questions and tries to set forth new ideas	Intellectually curious; frequently generates new ideas	Outstanding ability to generate new ideas; great intellectual curiosity	Not able to judge
D. Oral Communication Skills	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						
Desire to work with organizations, groups, communities, families and individuals						
Ability to accept constructive criticism						
Responsibly carries out assignments/tasks						
Works independently and takes initiative						
Open to change and new ideas						
Demonstrates sound decision making abilities						
Demonstrates integrity						
Demonstrates emotional maturity						
Performs well under stress						
Committed to the profession of social work						
Use of personal abilities in helping others						
Demonstrates self-awareness						
Willing to engage in social change						
Committed to solving social problems						
Demonstrates concern for social needs						
Demonstrates a multi-dimensional practice focus						
Committed to social work values						



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						
2. Applies social work values, ethics, and principles in multi-level interventions						
3. Seeks appropriate feedback from field instructor and others for performance development						
4. Is well prepared and motivated to participate appropriately at staff conferences and meetings						
5. Evaluates own performance (i.e. self-evaluation)						
6. Maintains appropriate professional boundaries						
7. Applies principles and practice skills of case management where appropriate						
8. Applies principles and practice skills of crisis intervention where appropriate						
9. Applies principles and practice skills of task centered social work where appropriate						
10. Establishes rapport and collaborative working relationship with client system(s)						
11. Summarizes, synthesizes, and draws conclusions from data gathered in the assessment process						
12. Appropriately applies practice theories of groups, communities, and organizations						
13. Able to articulate own personal policies						
14. Able to identify the effects of policy on client system(s)						
15. Can design policy level interventions						
16. Able to evaluate clients progress toward contracted goals and objectives						
17. Terminates effectively with client system(s)						
18. Records case information in a timely, comprehensive, concise, and accurate manner						
19. Uses social research findings to inform selection of practice interventions						
20. Carefully maintains confidentiality, meets legal requirements of the agency and protects clients' rights						
21. Creates comprehensive intervention plans with appropriate goals and specific, measurable, and time limited objectives						
22. Uses appropriate research methods and tools to evaluate the effectiveness of social work interventions employed						
23. Selects, articulates and appropriately applies theories of human growth and development in conducting client assessments						
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						



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

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

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's qualifications are below average, but if admitted, the applicant would greatly benefit from study in the MSW Program.

I do not recommend this applicant for admission to the MSW Program.

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

Date

**Before completing this form, please save it to your desktop, then open it in Adobe Acrobat. Once you have completed and "signed" the form, please save it again, and then submit it using the instructions provided in the email you received. Please do not print the form out to complete it. Thank you!**

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 on 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.