UPPER DIVISION APPLICATION - LETTER OF REFERENCE FORM
BACHELOR OF ARTS IN SOCIAL WORK (BASW) PROGRAM
DAEMEN UNIVERSITY

NOTE: The applicant MUST complete this section.

Applicant Name: _____
Last Name First Name Middle Initial

Reference Name: _____
Last Name First Name Middle Initial

Reference Type: ☐ Academic ☐ Professional

Reference Address: _____
Organization

_____
Number Street

_____
City State ZIP Code

Under the provisions of the Family Education Rights and Privacy Acts of 1974, this applicant (if admitted and enrolled) will have access to the information provided unless s/he has waived such access.

☐ I waive my right to review this letter of reference.
☐ I do not waive my right to review this letter of reference.

Applicant Signature: _____

The above-named individual has applied for admission into the Undergraduate Social Work Program at Daemen University. Our program is very challenging – requiring students to have the capacity for critical thinking and self-reflection, exceptional maturity, and strong potential for personal and professional growth. Your thoughtful and honest assessment of the applicant's qualifications will make a major contribution to our admissions process.

How long and in what capacity have you known the applicant? _____

_____

Please describe the applicant and evaluate his or her potential for success in the social work profession based on your engagements. If you prefer, you may attach your comments in a separate letter.

_____

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_____

Please rank the applicant on each of the following criteria by checking the appropriate box.

	OUTSTANDING	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NOT OBSERVED
ACADEMIC SKILLS					
Written Communication Skills					
Oral Communication Skills					
Comprehension of Course Material					
Application of Course Material					
Classroom Participation					
Ability to Consider Opposing Viewpoints					
Use of Research					
Critical Thinking					
PERSONAL ATTRIBUTES					
Emotional Maturity					
Time Management					
Stress Management					
Organizational Skills					
Integrity					
Confidence					
Leadership Ability					
SOCIAL WORK QUALITIES					
Ability to Cope with Ambiguity					
Openness to Change					
Self-Awareness					
Empathy					
Ability to Work with Others Regardless of Race, Ethnicity, National Origin, Class, Gender, Sexual Orientation, Religion, Political Belief, Marital Status, Disability Status, or Socio-Economic Status					
Ability to Collaborate					
Sound Judgment					
Commitment to Social Work Values and Ethics					

Please identify key strengths as well as areas in need of improvement based on your assessment of the Applicant.

_____

_____

_____

Please indicate your overall endorsement of the Applicant:

☐Highly Recommend ☐Recommend ☐Recommend with Reservation ☐Do Not Recommend

Reference Signature: _____

THANK YOU FOR YOUR TIME AND INTEREST.

Updated 7/2023

Please return the completed letter of reference form to the applicant in a sealed envelope with your name signed across the back flap or email directly to psiebold@daemen.edu.