

## Guidelines for Submitting Recommendation Forms

- Forms should be submitted from individuals that know about you through employment, academics, and/or volunteer activity. Typically references come from former or current professors, supervisors, and social service professionals.
- **Notice to Advanced Standing applicants:** One of your three recommendation letters should come from the **Dean, Director, or Coordinator** of your undergraduate Social Work program. (Applicants for Advanced Standing from OU's BSW program may request this letter from Dr. Wright, Dr. Wells, or Dr. Baker)
- The School will not accept recommendation forms from relatives or from those whose primary relationship to the applicant is as a friend.
- To access forms online go to <http://ou.edu/socialwork/graduate/admissions.html>
- Applicants should provide a self-addressed and stamped envelope to the individuals providing references. This will ensure that forms are returned to the proper address:

Norman Applicants:  
University of Oklahoma  
School of Social Work  
1005 S. Jenkins Ave.  
Norman, OK 73019-0475

OR

Tulsa Applicants  
OU-Tulsa School of Social Work—Room 3J14  
Schusterman Center  
4502 E. 41<sup>st</sup> Street  
Tulsa, OK 74135

Donna Vaughn  
[devaughn@ou.edu](mailto:devaughn@ou.edu)  
**405-325-8570**

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[gkakridas@ou.edu](mailto:gkakridas@ou.edu)  
**918-660-3385**

- The applicant or the individual submitting the reference may deliver a recommendation form, provided that the form is in a sealed envelope with the reference's signature written across the sealed edge.
- **The deadline for submitting all application materials, including the graduate statement and recommendation forms is February 1, 2009.**

**THE UNIVERSITY OF OKLAHOMA SCHOOL OF SOCIAL WORK  
RECOMMENDATION FORM**  
This form must be received or postmarked by February 1, 2009

**APPLICANT MUST COMPLETE THIS SECTION ONLY**

**NAME OF APPLICANT:** \_\_\_\_\_  
(PLEASE PRINT LEGIBLY OR TYPE)

The Family Educational Rights and Privacy Act of 1974 opens many student records for the student's inspection. The law also permits the student to sign a waiver relinquishing his or her rights to inspect letters of recommendation. The applicant's signature below constitutes a waiver signifying that the recommendation will remain CONFIDENTIAL. If there is no signature, the student will have the right to read this reference..

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

To the evaluator: The student listed above has chosen you to provide a recommendation for them that will be included in the student's application for admission to the Masters in Social Work degree program at the University of Oklahoma. Please provide your candid review of the student in the spaces provided. This form is due at the School of Social Work by February 1, 2009.

**KNOWLEDGE OF THE APPLICANT**

For how long have you known the applicant?	What is your relationship to the applicant? ____ Teacher ____ Supervisor ____ Other (Specify) _____
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**EVALUATION OF APPLICANT**

1. In what areas and to what degree does the applicant need to be strengthened as a potential professional social worker? *(Please use the back of this form or separate sheet as needed)*

2. What are the applicant's major strengths as a candidate for professional education in social work?  
*(Please use the back of this form or separate sheet as needed)*

Please rate the applicant in each of the areas listed on the following scale:

1= Exceptional (highest 10%) 2= Good (next highest 15%) 3 = Average (next highest 25%) 4= Below Average (lowest 50%) N/A= Unable to Judge

CATEGORY	1	2	3	4	N/A	COMMENTS
<b><u>INTELLECTUAL ABILITIES:</u></b> Reasoning/Critical Thinking						<b>PLEASE FEEL FREE TO COMMENT</b>
Writing Skills						
Open-Mindedness						
Flexibility/Creativity						
<b><u>INTERPERSONAL SKILLS:</u></b> Leadership						
Emotional stability						
Ability to Work Others						
Communication Skills						
<b><u>PROFESSIONAL READINESS:</u></b> Maturity and Stability						
Concern for Social Justice						
Capacity to Accept Differences in Ethnicity, Class Structure, etc.						
Motivation for Career in Social Work						

**RECOMMENDATION CONCERNING ADMISSION:**

- |  |  |
|--|--|
| <p>____ Strongest possible recommendation<br/>(reserve for <b>exceptional</b> applicant, one in <b>upper 10%</b> of peers)</p> <p>____ Recommend very highly</p> <p>____ Recommend</p> | <p>____ Recommend but with reservations<br/>(please specify in question #2 your reservations)</p> <p>____ Do not recommend</p> |
|--|--|

Name (Printed/Typed) of Evaluator _____	Title: _____
University/Agency/Company _____	
Address _____	
Telephone ( _____ ) _____	E-mail address: _____
Signature of Evaluator _____	Date: _____

Reference forms should be sent to the appropriate address:

For Norman campus applicants:  
University of Oklahoma Graduate Admissions  
School of Social Work  
1005 S. Jenkins,  
Norman, OK 73019-0475

OR

For Tulsa campus applicants  
OU-Tulsa School of Social Work  
Room 3J14  
4502 E. 41<sup>st</sup> Street  
Tulsa, OK 74135