Dear ____________________

____________________ is requesting the completion of a reference form from you concerning his/her suitability to be admitted into the professional program for a Bachelor degree in Social Work (BSW). Because federal legislation requires student access to educational records the Division of Social Work cannot guarantee the confidentiality of your statement.

Reference forms will not be accepted from family members of the applicant, social work faculty or the instructor that taught the individual in SOWK 2000 (Introduction to Social Work) or its equivalent.

Social work is a professional degree that emphasizes well being with a focus on social justice. Social workers assist individuals, families, groups, communities, organizations, and institutions to plan and institute change through the use of many professional skills and techniques, including the use of the problem solving process.

The Council on Social Work Education (2008) states:

“The purpose of the social work profession is to promote human and community well-being. Guided by a person and environment construct, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, social work’s purpose is actualized through its quest for social and economic justice, the prevention of conditions that limit human rights, the elimination of poverty and the enhancement of the quality of life for all persons.”

Because social work is a demanding profession that works with vulnerable individuals we ask that you rate the individual in the categories specified on the reference form and provide comments that will help inform the review committee of the applicant’s strengths and challenges.

If you have any questions regarding the reference form or the application process please feel free to contact Carolyn Haney, BSW Program Director at 307-766-4397.

Please submit forms directly to the applicant in a sealed envelope with your signature across the seal. Thank you for providing information and assisting us in our application process.

Sincerely,

Carolyn Haney, MSW, LCSW
BSW Program Director