University of Wisconsin-Green Bay Social Work Professional Programs Date:

<u>Instructions:</u> Applicant should complete the entire first page of this reference form, and then submit the form to the person providing the reference. The reference person then completes the form, and returns it to the Social Work program (see instructions at the bottom of the reference form) directly by the application deadline noted below.

LETTER OF REFERENCE FOR:

APPLICATION DEADLINE: Due by 4:00 PM CST on the 4TH Monday in March

NAME OF PERSON COMPLETING REFERENCE:

RELATIONSHIP TO APPLICANT:

(Note: References from personal friends or family members will not be accepted).

PRIVACY ACT STATEMENT:

Under the Family Educational Rights and Privacy Act of 1974, students enrolled at the University of Wisconsin-Green Bay have access to their educational records, including letters of evaluation. However, students may waive their right to see letters of evaluation, in which case the letters will be held in confidence. If the applicant has not signed a waiver, he or she may request to see the letters after a final decision is made on admission. The student's decision is indicated below:

I WAIVE MY RIGHTS TO EXAMINE THIS LETTER

I DO NOT WAIVE MY RIGHTS TO EXAMINE THIS LETTER

Applicant's Electronic Signature:

Date (mm/dd/yyyy)

	rsity of Wisconsin-Green Bay Work Professional Programs	Date:
The above student is currently applying to the Bachelor of Social Work Program. We would like your comments on this applicant's qualifications for professional social work practice.		
[Note: If the student did not complete the Privacy Act section on the preceding page, the student retains the right to examine this letter.]		
1.	How long and in what capacity have you known this applicant?	
2.	When you consider this applicant's ability to work with others (e.g and colleagues, and/or clients and customers), what do you see as strengths?	-
3.	Discuss how this applicant handles stressful situations or manages	conflict.

How does this applicant engage with people who differ racially, ethnically or economically?	
5. Discuss two or three challenges this applicant may face in professionalism and teamwork.	
Signature (Must be signed. Click in the signature box to create an electronic signature.)	
Name:	
Title:	
Organization:	
Email letter to socialwork@uwgb.edu by the application deadline.	

Note: This form requires Adobe Reader, which can be downloaded for free at: http://get.adobe.com/reader/