To those asked to submit references:

You have been asked to write a recommendation for an applicant seeking admission to the University of Maine’s Master in Social Work program. Please give your most careful attention to this important task. Candidates for admission to our program must have a strong liberal arts background, solid grounding in the social and behavioral sciences, commitment to social work values, and the potential for both academic excellence and for the growth toward skilled, competent advanced level social work practice.

Please use the University of Maine Graduate School recommendation form to describe how long and in what capacity you have known the applicant and your assessment of the applicant’s strengths and limitations relevant to a career in professional social work. We are especially interested in your evaluation of the applicant’s values, ability to relate to people different from herself/himself, written and oral communication skills, and ability to accept and use constructive criticism. Please describe, as well, any factors of which you are aware that may need to be surmounted in order for the applicant to become a competent social worker or which indicate that the applicant should not pursue social work as a career. If you decide to write a separate letter be sure to answer the two summary evaluation questions at the bottom of the recommendation form and write in the middle section of the form, “See attached letter.”

If you have questions about the admission process or wish additional information about our MSW program, please contact me at sandy.butler@umit.maine.edu or by phone 207-581-2382.

Thank you very much for your assistance in our admission screening process. Your early response will expedite the review process for this applicant.

Sincerely,

Sandra Sue Butler
MSW Program Coordinator
School of Social Work
E-mail: subtler@maine.edu
Phone: 207-581-2382