



Master of Arts in Human Services Emphasis in Addiction Counseling

(Revised September, 2014)

APPLICATION PACKET

-Application Deadline for Fall Admissions: April 3rd-

**Department of Human Services
Washburn University
1700 SW College Avenue
Benton Hall 311
Topeka, Kansas, 66621**

Dear Applicant:

Thank you for your interest in the Master of Arts in Human Services with Emphasis in Addiction Counseling. The information provided below will assist you in making choices about your graduate education and career opportunities. Please read all the suggested materials carefully, provide clear documentation, and adhere to deadlines. If there are any questions, please contact Dr. Kayla Waters, MA Coordinator, at (785) 670-2116 or kayla.waters@washburn.edu. You will find additional information about the Human Services Department at www.washburn.edu/human-services. Please read all information provided in the current Washburn University Catalog concerning graduate-level studies and all University Policies before submitting the Application.

To properly review your application, we must have all required documents by the date listed on the front page of this packet for fall semester admissions. However, it is to your advantage to fully complete and submit your application as early as possible. Applications will be evaluated by the Human Service Department Graduate Admissions Committee in the order they are received.

Please note that 9 credit hours per semester is considered full time. Students may choose to complete the program on a part-time basis instead. The program is offered completely online.

The Master of Arts in Human Services, Addiction Counseling emphasis is approved by the Kansas Behavioral Sciences Regulatory Board (BSRB) to provide the educational curriculum required to become a Licensed Clinical Addiction Counselor (LCAC).

We also offer an on-campus Certificate in Morita Therapy that students can pursue simultaneously or separately from the Master of Arts.

Thank you for your interest in our program. We look forward to assisting you in achieving your educational and professional goals.

Respectfully,

Dr. Brian Ogawa
Professor and Chair

NOTICE

Because changes may be necessary from time to time, this document should not be construed as creating a contract between the Human Services Department and any person. The Human Services Department reserves the right to make any changes deemed necessary at any time in its policies, practices, academic programs, courses, schedules, or calendars. This includes the right to correct clerical or typographical errors in any/all of its printed and/or online documents. Matriculation at the University and in the Human Services Department is a privilege and not a right. The Human Services department reserves the right in its discretion to separate any student who does not meet academic requirements or who does not maintain acceptable standards of conduct or character consistent with the values and ethics of the human services profession.

PROGRAM DESCRIPTION

For the professional currently employed in the field, advanced knowledge and skills acquired in this MA program can enhance opportunities for career advancement. The degree program is also designed to prepare the graduate for licensure as a Licensed Clinical Addiction Counselor (LCAC) with the Behavioral Sciences Regulatory Board (BSRB) in Kansas. In addition, the MA in Human Services degree program helps to prepare students for teaching positions in community colleges and for additional graduate study. Course work emphasizes the application of theory and research to the delivery of human services with an emphasis in addiction counseling.

The entire Master's degree is offered online, in order to best meet the scheduling needs of professional students.

ADMISSION REQUIREMENTS AND PROCESSES

Admission Levels:

There are four levels of admission to the program:

Regular Student Standing

Applicants seeking Regular Standing as degree-seeking students in the program should use the application procedures detailed throughout this packet. Minimum requirements for Regular Standing status include the following:

- Earned* Bachelor's degree in Human Services or a related field (e.g., Social Work, Psychology, Nursing, etc.) from an accredited institution of higher education.
- Overall GPA of 3.0 (on a 4.0 scale) over the last two years (60 credits) of university coursework.
- Demonstration of personal and intellectual qualities necessary to successfully pursue course and fieldwork, and potential for professional development in human services.

- Submission of all application materials by the deadline printed on the front page of this packet.

*Students who are accepted as Regular Standing students while finishing the final stages of a Bachelor's degree will automatically have their admissions status revoked if they fail to earn the expected degree by the time MA courses begin. They may then be eligible for Provisional Standing, at the discretion of the Human Services Department.

Nonmatriculating Student Standing

Depending on availability of space, students who are not formally admitted to the MA in Human Services program may be allowed to enroll in specific courses as a non-degree-seeking, *nonmatriculating student* under the following conditions:

- A person who is approved by the Coordinator of the Morita Therapy Certificate to take courses for that certificate.
- A person with a master's degree in a helping profession who wants to take specific coursework for purposes of professional development or to satisfy license requirements.
- Other conditions as approved by the Human Services Department.

Students seeking Non-matriculating Standing should contact the program Coordinator, kayla.waters@washburn.edu, for application instructions.

Provisional Student Standing

Depending on availability of space, applicants may be granted provisional status by the HS Admissions Committee for the following reasons:

- An applicant may be denied admission as a regular-standing student, but invited by the Admissions Committee to take specific courses in order to demonstrate their potential for graduate work.
- An applicant may miss the application deadline, but be invited to take specific courses in order demonstrate their potential for graduate work.

Provisional Standing students may be limited to part-time enrollment.

In order to remain in the program, a Provisional Standing student must *apply* for admission as a regular-standing student upon completing 12 credit hours. Students should submit a letter of interest to the MA Coordinator, including the

reasons the student believes he or she should be switched to Regular Standing.

The review process will involve a review of performance in graduate courses, with a minimum requirement of a 3.0 GPA, no grades below a C, and the recommendation of instructors who are familiar with the student's performance in the program. Admission as a Regular Standing student will require approval of the MA Coordinator and Department Chair.

Early Entry Student Standing

Washburn University students who are or will be in their senior year (at least 88 credit hours complete) of a Baccalaureate degree in a Helping Profession (e.g. Human Services, Psychology, Social Work, Nursing, etc.) can apply for early-entry into MA program coursework and take up to 6 credit hours of graduate coursework *in addition* to the courses required for completing the undergraduate degree. **This is not the same as being admitted to the MA program.** Minimum requirements for Early Entry Standing include the following:

- Brief letter of interest submitted to the Program Coordinator.
- Overall GPA of 3.0 (on a 4.0 scale) over the last two years (60 credits) of university coursework.
- Demonstration of personal and intellectual qualities necessary to successfully pursue course and fieldwork, and potential for professional development in human services.

Early Entry Standing will require approval of the HS Graduate Admissions Committee.

Early Entry students who wish to enter the MA Program as a Regular Standing Student upon completion of the baccalaureate degree may apply by following the guidelines detailed in this Application Manual.

Admission to the Program

Admission to the program is selective. The Department of Human Services can, and sometimes will, deny admission of applicants. Applicants meeting the minimum requirements for Regular Standing status will be reviewed by a committee of faculty from the Department of Human Services, who will make recommendations regarding admission to the Department Chair. Applicants who do not meet minimum requirements, or who are not accepted as Regular Standing students by the Admission Committee and Department Chair will be considered by the Program Coordinator and Department Chair for Provisional Status.

Notification

When a decision has been made regarding your application for study in the Master of Arts in Human Services with an emphasis in Addiction Counseling, you will receive a mailed letter from the Human Services Department which indicates your admission status. If admitted, you will be instructed to contact the department for advising purposes. NOTE: Notification from the Washburn University Admissions Office that all transcripts have been received, and that you have been admitted to Washburn University does **not** mean that you have been admitted to the Masters of Arts in Human Services program.

Transfer of Academic Credits

Students who are admitted to the MA Program may request to transfer a maximum of 9 semester hours of relevant graduate course work from another accredited university or Washburn University department. These will be considered on a case-by-case basis. The applicant must have received a grade of "B" or better in the course(s) being considered for transfer. The applicant must submit a course syllabus to the program coordinator, who may request additional materials as needed. If an applicant wishes to request transfer of graduate credit, one of the required reference letters must be from the director or department chair of the program from which credit is requested. If credit is requested for a practicum, one of the required reference letters must be from the practicum site supervisor. The Human Services department faculty will assess the equivalence of content of the course to our own curriculum. Washburn University is not able to guarantee that the transfer credits it accepts for its MA in Human Services program will be accepted by the Kansas BSRB for the LCAC, as the BSRB is its own separate entity with its own policies and procedures. Students who have questions about whether transfer courses will count for licensure purposes should contact the BSRB directly.

Applicants should be aware that the transfer of credit could impact their eligibility for financial aid if they drop below full-time status in a given semester. Please contact the financial aid office directly for more information.

Life/Work Experience

The Washburn University Master of Arts in Human Services Program does not award college credit for life/work experiences.

TUITION

Tuition and fees are established by the Board of Regents and are subject to change at any time. All payments are made to the University Business Office. The tuition charge is applicable to all terms of work such as regular semester, evening program, etc., whether taken for credit or as an auditor. Information regarding tuition, student activity fees, parking, etc., can be found in the Washburn University Catalog.

FINANCIAL AID

For information about financial aid, contact the Financial Aid Office located in Morgan Hall 267, or call the office at (785) 670-1151.

WASHBURN UNIVERSITY EQUAL EDUCATIONAL OPPORTUNITY POLICY

Washburn University is committed to providing an environment for individuals to pursue educational and employment opportunities free from discrimination and/or harassment. The University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, or marital or parental status. Each unit within the University is charged with conducting its programs and activities in accordance with the University commitment to equal opportunity for all. For additional information: <http://www.washburn.edu/statements-disclosures/equal-opportunity/index.html>

Equal Opportunity Director, 785-670-1509, Morgan Hall, 380A,

ADVISING AND REGISTRATION

Upon admission to the Master of Arts in Human Services program, students will be advised by Human Services department faculty, who will assist students with selecting and scheduling courses.

Students must contact a Human Services graduate advisor at least once each semester prior to enrolling in the next semester. In cooperation with the advisor, students are expected to complete a plan of study as soon as possible after entering the program. Faculty members usually restrict themselves to advising you about course work and career objectives.

NOTE: Graduate students in the Human Services Department are not permitted to enroll in any undergraduate course work without written permission from their Human Services Department faculty advisor. Students who violate this rule may be administratively withdrawn.

All students are advised to take advantage of advanced registration for enrollment in courses. Advanced registration gives you an opportunity to review your overall plan for graduation with a faculty member while you have time to reflect and to plan. Students who want to take short-term classes (weekend classes) should pre-register at least 5 weeks before the semester begins so that they can receive and complete their reading assignments in a timely manner.

DEGREE REQUIREMENTS

Continuous enrollment in the MA program is expected. Continuous enrollment requires satisfactory completion of course work with at least a 3.0 GPA per semester. If the student discontinues enrollment for two semesters or more, readmission is required. Should readmission be granted, it will be based on the requirements and regulations effective at the time of readmission. If a student drops out of sequence from his/her cohort due to discontinuing enrollment for a semester or two, the program will take longer to complete due to the sequential nature of course offerings.

All students are required to maintain at least a “B” (3.0) grade point average in their coursework per semester. Moreover, students are allowed only two letter grades of “C” during their graduate studies. Students who receive a letter grade below “C” will be administratively withdrawn from the program.

There are several deadlines that must be met in regards to graduation. It is the student's responsibility to see that all forms are filed and all deadlines are met. Students may obtain a copy of graduation deadlines for the semester in which they will graduate from the University Registrar's Office. Students must regularly check their Washburn email for important announcements from the university.

After students have completed the required graduation forms, recommendation that a Master of Arts in Human Services be granted must be submitted by the faculty of the department to the Dean of the School of Applied Studies, the University Administration, and the Washburn University Board of Regents.

Coursework

The MA in Human Services degree program is a two (2) year program (for full-time students) requiring a minimum of 36 credit hours of coursework. Of the 36 required credit hours, 30 credit hours are required coursework and 6 credit hours may be selected from electives. Students seeking licensure with the Kansas BSRB as Licensed Clinical Addiction Counselors must take the courses marked with an asterisk on the following lists of required and elective coursework.

Required coursework: The required coursework of 30 credit hours includes:

1. HS 600 – Integrative Human Services
2. *HS 604 – Advanced Methods of Individual Counseling
3. *HS 605 – Advanced Methods of Group Counseling
4. *HS 610 – Professional Ethics and Practice
5. *HS 615 – Advanced Pharmacology and Substance Use Disorders
6. *HS 635 – Diagnosis of Substance Use Disorders
7. *HS 640 – Supervised Practicum I
8. *HS 641 – Supervised Practicum II
9. HS 660 – Clinical Supervision
10. *HS 695 – Applied Research

Elective coursework: The electives from which students must take 6 credit hours include:

1. *HS 620 – Integrative Approaches and Treatment of Dual Disorders
2. *HS 625 – Addiction and Recovery Services
3. HS 630 – Lifespan Development

4. HS 665 – Integrative Residential Experience-Special Topic Seminar
5. HS 679 – Narrative Practices

Internship Placement Requirements

Students must complete the required practicum courses through placement at approved practicum sites in order to earn the Master's Degree. Many students from widely varying backgrounds, including students with criminal records or a history of personal mental health or addictions treatment, will be able to successfully complete approved field placements. However, the Human Services Department reserves the right to not place a student at an agency in which the student has an existing or potential conflict of interest, including, but not limited to, dual relationships with an agency supervisor. The Human Services Department may also share information about a student with a potential internship agency if we have reason to believe this information is directly relevant to the safety and quality of services the individual can provide in that particular setting. Finally, most practicum sites conduct criminal background checks, and have full and independent discretion regarding whether or not to accept a student. Occasionally, students with particular types of criminal records (e.g. crimes against persons, fraudulent service-provision) may find it difficult, or even impossible, to secure placement at an approved site. The Human Services Department cannot force agencies to accept students, and we cannot grant a degree to a student who has not completed the approved practicum experiences.

KANSAS ADDICTION COUNSELOR LICENSURE INFORMATION

BSRB regulations are subject to change at the state level. Students should contact the BSRB for the most up-to-date information on licensing requirements.

Students who are already Licensed Addictions Counselors (LAC)

Students who already have their LAC can meet the **graduate course and fieldwork requirements** to become a Licensed Clinical Addictions Counselor in Kansas (LCAC) by taking the core and recommended courses listed above and meeting special requirements (detailed in our Practicum Manual) for supervision and client contact through the required practicum placements.

Upon completion of the Master's degree, applicants for the LCAC in Kansas must pass a national examination and complete a clinical supervision training plan that includes the following:

- 4,000 hours of supervised professional experience including at least 1500 hours of direct client contact conducting substance abuse assessments and treatment;
- Not less than 150 hours of clinical supervision, including not less than 50 hours of person-to-person individual supervision, integrating diagnosis and treatment of

substance use disorders with the use of the Diagnostic and Statistical Manual of Mental Disorders of the American Psychiatric Association.

The Kansas BSRB does complete Criminal Background checks on applicants for the LCAC. Decisions are made on a case-by-case basis. **If you have questions about whether your background will impact your ability to get licensed by the Kansas Behavioral Sciences Regulatory Board, please contact them at 785-296-3240.**

Students who are not already Licensed Addictions Counselors (LAC)

The Master of Arts in Human Services with an emphasis in Addictions Counseling is approved by the Kansas BSRB to provide the **graduate course and fieldwork** required to become a Kansas Licensed Clinical Addictions Counselor (LCAC). *However, the BSRB requires applicants for the LCAC to have already earned status as a Bachelor's level Licensed Addictions Counselor (LAC).* The LAC typically requires 33 credit hours of specified, approved undergraduate coursework, along with other requirements. However, many Washburn Human Services Master's courses have been approved for retroactive use in obtaining the LAC. Thus, students who already have a Bachelor's degree in a helping profession can complete the **educational course and fieldwork** requirements for their LAC by completing the following requirements:

- Complete the required graduate coursework for the MA in Human Services degree, including special requirements for supervision and client contact in required practicum placements.
- Complete three additional courses:
 - HS 511 Family Issues
 - HS 524 Addictions Services Coordination
 - HS 580 Internship in Addiction Counseling, with required minimum direct contact and supervision hours.
- Submit an application, transcripts, and letters of reference to the BSRB
- Pass the licensing exam

Students who have been issued a Master's level professional license by the BSRB (e.g. LMSW, LMFT, LPC) have other options available for becoming an LCAC and should contact the Kansas BSRB directly.

The Kansas BSRB does complete Criminal Background checks on applicants for the LAC. Decisions are made on a case-by-case basis. **If you have questions about whether your background will impact your ability to get licensed by the Kansas Behavioral Sciences Regulatory Board, please contact them at 785-296-3240.**

Licensure/Certification in Other States

Students who wish to pursue a license in another state are responsible for learning that state's requirements. Students attempting to meet educational regulations of other states should check with their state to ensure that Washburn University offers the courses they need to be eligible for licensure in their home states. In addition, they are advised that it

may take them longer to complete the program in order to obtain any courses they need that are different than the Kansas BSRB educational regulations.

**APPLICATION FOR ADMISSION TO
MASTER OF ARTS IN HUMAN SERVICES
EMPHASIS IN ADDICTION COUNSELING
WASHBURN UNIVERSITY**

Return Completed Application To:

Graduate Admissions Committee
Department of Human Services

Benton Hall 311

Washburn University
1700 SW College Ave

Topeka, KS 66621

**INSTRUCTIONS FOR COMPLETION
APPLICATION FOR ADMISSION TO
THE MASTER OF ARTS-HUMAN SERVICES PROGRAM
WITH AN EMPHASIS IN ADDICTION COUNSELING**

Application Steps

The following application procedures apply to students seeking Regular or Provisional standing. Students who wish to take courses as a Non-matriculating student (see Admission Levels section above) should contact kayla.waters@washburn.edu for application instructions.

Additional copies of this application packet may be downloaded from the Department website at the following link: <http://www.washburn.edu/academics/college-schools/applied-studies/degrees-certificates/ma-human-services/masters-application>.

Application is a two-step process. The student applies to the University and to the Human Services department. These are separate processes, but can be completed simultaneously (i.e. it is not necessary to complete the first step before you start working on the remaining steps).

1. Apply to Washburn University at <http://www.washburn.edu/main/admissions/more-info/graduate-programs.html>. Please note that admission to Washburn University does not mean that you have been accepted into the Master's program.
2. Complete all required pages of the enclosed Application for Admission to the Master of Arts in Human Services Program with an Emphasis in Addiction Counseling.
3. Distribute the three reference forms to individuals whom you believe can attest to your ability to successfully complete a graduate program in human services (former professors and internship supervisors are preferred). Choose three (3) persons who have recent, extensive knowledge of your qualifications for graduate study in the human services field. These references should be able to provide detailed information on your academic abilities, commitment to human service values and ethics, emotional stability and maturity, and readiness to enter a graduate program in preparation for a career in clinical addiction counseling within the human service field. Examples of references might include a professor, an employer, and a supervisor. References should not come from family or friends. The greatest weight will be given to references from current and former supervisors, practicum/internship field instructors, faculty, experienced licensed clinical practitioners, and other human service professionals (as opposed to co-workers, clergy, and the like). References should **not** come from the Human Services Department Chairperson or members of the Admissions Committee. Please also refer to earlier instructions regarding reference letters as well as

reference letter requirements for those seeking transfer credits.

- Before sending forms to the people who will provide your references, read and complete the first page of each reference form. Either waive or claim your right to inspect the reference's commentary (before you give the form to the reference) by checking the appropriate box on the first page of each reference form and sign and date it.
 - Give each of your three references the first and second page pages of the reference form and a self-addressed stamped envelope. Make sure each person knows to fully complete items 1 through 5 on the second page of the reference sheet and to enclose both pages of the completed reference (the page you complete plus the page the reference completes) in the envelope, seal it, sign it across the sealed flap on the back of the envelope, and then return the envelope to YOU. Do not break the seal; we will not consider reference letters that have been opened.
 - When ALL THREE reference letters are returned to you, place them, unopened, in your packet along with all your other completed application documents.
4. Include a Personal Statement (guidelines are provided in the application form).
 5. Attach copies of transcripts of all undergraduate course work to this application.
 6. Original transcripts must be sent from the institutions in which the course work was completed to the Human Services Department. If all of your course work is from Washburn, submission of transcripts is not required to the Department or University.

PLEASE NOTE:

1. Applications will not be reviewed until all required application materials are received.
2. To be considered for fall semester Regular Standing admission, all application materials must be received by the date listed on the front of this Application Packet. This includes all materials listed above.
3. Acceptance is not automatic. To be admitted to the MA program, the applicant must receive the recommendation of the Human Services Graduate Admissions Committee and approval of the Department Chair.

THE THREE PERSONS WHO ARE SENDING REFERENCE FORMS FOR YOU:

| | <u>Name</u> | <u>Title/Position</u> | <u>Department/Agency/Institution</u> |
|----|-------------|-----------------------|--------------------------------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |

EMPLOYMENT HISTORY (Last position first. If more space is needed, attach a resume):

| Position/Title | Dates of Employment |
|----------------|---------------------|
| Agency | Address Telephone |

Brief Description of Duties:

| Position/Title | Dates of Employment |
|----------------|---------------------|
| Agency | Address Telephone |

Brief Description of Duties:

| Position/Title | Dates of Employment |
|----------------|---------------------|
| Agency | Address Telephone |

Brief Description of Duties:

LIST SCHOLASTIC AND PROFESSIONAL AWARDS AND HONORS RECEIVED:

LIST PROFESSIONAL AFFILIATIONS (including elected or appointed offices held):

BRIEFLY DESCRIBE ANY VOLUNTEER EXPERIENCES AND/OR INVOLVEMENT IN COMMUNITY PROJECTS AND SERVICES:

SEMESTER AND YEAR YOU WISH TO BE ADMITTED: _____

Essay:

Please attach a 3-4 page typed essay. This essay should focus on a description of your experiences as they relate to your decision to pursue a graduate degree in human services with an emphasis in addiction counseling. Discuss the development of your philosophy and interest in the field of Human Services, specifically Addiction Counseling. Explain why you have consciously selected to pursue a clinical degree in human services, specifically addiction counseling. Explain your career goals and your future plans following the completion of professional addiction counseling education and training at Washburn University. Discuss the Code of Ethics for Addiction Professionals from The Association for Addiction Professionals (www.naadac.org) and describe how the code is compatible or incompatible with your personal values and worldview as it relates to addiction counseling. You may choose to include information related to your work or educational experiences, your volunteer or extra-curricular activities, or your personal experiences. You should provide enough detail to help the admissions committee determine your readiness for entering the MA in Human Services Program with emphasis in addiction counseling.

I attest that this application is complete and accurate.

I attest that I have read this application manual in its entirety and that I understand the contents.

I attest that I understand the sections in this application manual regarding potential barriers to internship placement and/or licensure.

Signature

Date

WASHBURN UNIVERSITY DEPARTMENT OF HUMAN SERVICES
Reference Form for
Master of Arts in Human Services
Emphasis in Addiction Counseling

Applicant: Please complete and sign the top section of this form prior to sending it to the individual selected to provide the reference.

Name of person providing reference: _____

The Family Educational Rights and Privacy Act and its amendments guarantee students access to their educational records. Students may, however, waive their right of access to references. The choice of the applicant regarding this reference is to be indicated below. Failure to sign will indicate acceptance of limited access.

- () I do waive my right to inspect the contents of the following reference.
- () I do not waive my right to inspect the contents of the following reference.

Applicant's signature: _____ Date: _____

Statement concerning: _____
(First Name) (Middle) (Last Name)

who is applying for admission to the Master of Arts in Human Services Program with an emphasis in Addiction Counseling for the _____ Semester of _____(year).

.....

The following sections are to be completed by the person providing the reference.

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

2. Please comment on any specific talents you have seen demonstrated by this applicant in working with people such as, completing tasks, dependability and other work related skills. (Attach additional pages if needed)

3. What is your estimate of the applicant's promise as a graduate student? (Intellectual independence, capacity for analytical thinking, ability to organize and express ideas clearly, scholarly and professional potential, etc.) (Attach additional pages if needed.)

4. In the table below, please rank the applicant's ability and professional competence in comparison to other individuals whom you have known at similar stages in their careers.

| | Top 5% Superior | Top 15% Excellent | Top 25% Very Good | Top 50% Average | Lower 50% Below Average | Unable to Rank |
|-------------------------------|-----------------|-------------------|-------------------|-----------------|-------------------------|----------------|
| General knowledge | | | | | | |
| Self-reliance, Motivation | | | | | | |
| Originality & creativity | | | | | | |
| Emotional stability, maturity | | | | | | |
| Ability to make decisions | | | | | | |
| Writing skills | | | | | | |
| Verbal skills | | | | | | |
| Growth potential | | | | | | |
| Skills in relating to others | | | | | | |
| Cultural sensitivity | | | | | | |

5. Please indicate your overall endorsement of the applicant:

() Highly Recommend () Recommend () Recommend with Reservation

Reference Name: _____ Position/Title: _____
(Print)

Address: _____
(Agency/Institution)

Signature: _____ Date: _____

Please return this reference to the applicant in a sealed envelope with your signature across the seal.

WASHBURN UNIVERSITY DEPARTMENT OF HUMAN SERVICES
Reference Form for
Master of Arts in Human Services
Emphasis in Addiction Counseling

Applicant: Please complete and sign the top section of this form prior to sending it to the individual selected to provide the reference.

Name of person providing reference: _____

The Family Educational Rights and Privacy Act and its amendments guarantee students access to their educational records. Students may, however, waive their right of access to references. The choice of the applicant regarding this reference is to be indicated below. Failure to sign will indicate acceptance of limited access.

- () I do waive my right to inspect the contents of the following reference.
- () I do not waive my right to inspect the contents of the following reference.

Applicant's signature: _____ Date: _____

Statement concerning: _____
(First Name) (Middle) (Last Name)

who is applying for admission to the Master of Arts in Human Services Program with an emphasis in Addiction Counseling for the _____ Semester of _____(year).

.....

The following sections are to be completed by the person providing the reference.

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

2. Please comment on any specific talents you have seen demonstrated by this applicant in working with people such as, completing tasks, dependability and other work related skills. (Attach additional pages if needed)

3. What is your estimate of the applicant's promise as a graduate student? (Intellectual independence, capacity for analytical thinking, ability to organize and express ideas clearly, scholarly and professional potential, etc.) (Attach additional pages if needed.)

4. In the table below, please rank the applicant's ability and professional competence in comparison to other individuals whom you have known at similar stages in their careers.

| | Top 5% Superior | Top 15% Excellent | Top 25% Very Good | Top 50% Average | Lower 50% Below Average | Unable to Rank |
|-------------------------------|-----------------|-------------------|-------------------|-----------------|-------------------------|----------------|
| General knowledge | | | | | | |
| Self-reliance, Motivation | | | | | | |
| Originality & creativity | | | | | | |
| Emotional stability, maturity | | | | | | |
| Ability to make decisions | | | | | | |
| Writing skills | | | | | | |
| Verbal skills | | | | | | |
| Growth potential | | | | | | |
| Skills in relating to others | | | | | | |
| Cultural sensitivity | | | | | | |

5. Please indicate your overall endorsement of the applicant:

() Highly Recommend () Recommend () Recommend with Reservation

Reference Name: _____ Position/Title: _____
(Print)

Address: _____
(Agency/Institution)

Signature: _____ Date: _____

Please return this reference to the applicant in a sealed envelope with your signature across the seal.

WASHBURN UNIVERSITY DEPARTMENT OF HUMAN SERVICES
Reference Form for
Master of Arts in Human Services
Emphasis in Addiction Counseling

Applicant: Please complete and sign the top section of this form prior to sending it to the individual selected to provide the reference.

Name of person providing reference: _____

The Family Educational Rights and Privacy Act and its amendments guarantee students access to their educational records. Students may, however, waive their right of access to references. The choice of the applicant regarding this reference is to be indicated below. Failure to sign will indicate acceptance of limited access.

- () I do waive my right to inspect the contents of the following reference.
- () I do not waive my right to inspect the contents of the following reference.

Applicant's signature: _____ Date: _____

Statement concerning: _____
(First Name) (Middle) (Last Name)

who is applying for admission to the Master of Arts in Human Services Program with an emphasis in Addiction Counseling for the _____ Semester of _____(year).

.....

The following sections are to be completed by the person providing the reference.

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

2. Please comment on any specific talents you have seen demonstrated by this applicant in working with people such as, completing tasks, dependability and other work related skills. (Attach additional pages if needed)

3. What is your estimate of the applicant's promise as a graduate student? (Intellectual independence, capacity for analytical thinking, ability to organize and express ideas clearly, scholarly and professional potential, etc.) (Attach additional pages if needed.)

4. In the table below, please rank the applicant's ability and professional competence in comparison to other individuals whom you have known at similar stages in their careers.

| | Top 5% Superior | Top 15% Excellent | Top 25% Very Good | Top 50% Average | Lower 50% Below Average | Unable to Rank |
|-------------------------------|-----------------|-------------------|-------------------|-----------------|-------------------------|----------------|
| General knowledge | | | | | | |
| Self-reliance, Motivation | | | | | | |
| Originality & creativity | | | | | | |
| Emotional stability, maturity | | | | | | |
| Ability to make decisions | | | | | | |
| Writing skills | | | | | | |
| Verbal skills | | | | | | |
| Growth potential | | | | | | |
| Skills in relating to others | | | | | | |
| Cultural sensitivity | | | | | | |

5. Please indicate your overall endorsement of the applicant:

() Highly Recommend () Recommend () Recommend with Reservation

Reference Name: _____ Position/Title: _____
(Print)

Address: _____
(Agency/Institution)

Signature: _____ Date: _____

Please return this reference to the applicant in a sealed envelope with your signature across the seal.