



GRADUATE PROGRAMS IN EDUCATION RECOMMENDATION FORM

Instructions to the applicant: Please complete the information below and then give this form to the person who will offer a recommendation on your behalf. Submit 2 completed recommendations in sealed envelopes with your application.

<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
<i>Number and Street of Local/Current Mailing Address</i>	<i>City</i>	<i>State</i>
<i>Zip Code</i>	<i>County (if Maryland)</i>	<i>Country</i>
<i>Daytime Telephone Number</i>	<i>Evening Telephone Number</i>	<i>Email Address</i>

I agree that the recommendation I am requesting shall be held in confidence by officials of Mount St. Mary's University, and I hereby waive any rights I may have to examine it. Yes No

Signature of applicant _____

Date _____

Instructions to the recommender: Please complete this recommendation form and letter and place form and any attachments into the envelope provided by the applicant; **please seal it and sign across the seal.** The applicant will forward the recommendation unopened to Mount St. Mary's University with his/her other application materials. We are aware of the time and care necessary to prepare this evaluation and gratefully acknowledge your assistance.

Name of individual completing this form: _____

Background Information

Professional Relationship with Applicant:

How long have you known this applicant? Dates: from _____ to _____ length of time _____

- Student under my supervision
- Teacher under my supervision
- Employee under my supervision
- Other _____

If applicant is a former employee, please state his/her reason for leaving:

Summary Evaluation

Applicant's promise as a graduate student, in comparison with others of similar age and experience.

	<i>Outstanding</i>	<i>Above Average</i>	<i>Average</i>	<i>Below Average</i>	<i>Poor</i>	<i>Inadequate Opportunity to Observe</i>
Academic performance						
Ability to work with others						
Creativity and imagination						
Communication skills: oral						
Communication skills: written						
Ability to analyze a problem and formulate a solution						
Interpersonal skills						
Maturity						
Self-confidence						
Initiative						
Leadership potential						
Motivation for proposed program of study						
Potential as a teacher						

Recommendation Letter

Please write a recommendation letter on a separate sheet of paper and attach it to this form. Please include the student's name. In your letter of reference, please assess the applicant's potential as a graduate student. You should consider previous accomplishments, intellectual independence, capacity for analytical thinking, ability to work with others, ability to work with children, ability to organize and express ideas clearly, and drive and motivation. Please explain in what capacity you have known the applicant and for what time period.

Signature

Printed Name

Date

Position

Employer

Address

Telephone

Email Address