

**University of Arkansas
College of Education and Health Professions**

Name of Applicant: _____ Phone _____
(Print or Type)

To: _____
(Print or Type name of person who is to complete this form)

Directions for Letter of Recommendation

To The Applicant: This form should be given to the selected person(s) for comment as to your qualifications for graduate study. For the convenience of the person completing this form, we suggest that you include a self addressed stamped envelope.

Under the Family Educational Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. However, those submitting recommendations and those assessing recommendations, if made known that they will remain confidential, may attach more significance. It is your choice to waive your right of access to these recommendations or to decline to do so. Please mark the appropriate phrase below, indicating your choice, and sign your name.

_____ I waive my right to review this recommendation.

_____ I do not waive my right to review this recommendation.

(Applicants signature and Date)

To The Person Completing this Form: I am applying for admission to the Master's graduate Program in the field or area of _____ Educational Technology _____ in the College of Education and Health Professions at the University of Arkansas at Fayetteville. I would appreciate having you as a reference. If you agree, please complete the information requested and return directly to the address at the bottom of the form.

I have known the applicant for approximately _____ years.

I have known the applicant _____ slightly, _____ fairly well, _____ very well.

I have known the applicant:

_____ as an undergraduate _____ as a teaching/graduate assistant

_____ as a graduate student _____ as an advisee

_____ other _____
(Please specify relationship)

Recommendation

Directions : Please rate the applicant on the dimensions described below. Use as a frame of reference, other persons you have known as successful students/graduates of comparable graduate programs of which you are aware. (Circle the SCALE column, which best reflects your rating of this applicant.) Please feel free to attach additional comments concerning the applicant to this form.

DIMENSIONS

SCALE

Intellectual Capacity: Includes such things as the breadth of academic and general knowledge.	Exceptional	Above Average	Acceptable	Definitely Lacking	No Basis for Judgement
Industry & Application: Includes such things as initiative, willingness to work, persistence, quality and quantity of work produced, work habits, (planning & management of time).	Self-Motivated	Above Average	Acceptable	Lacks Motivation	No Basis for Judgement
Creativity/Originality: Includes the ability to conceptualize ideas and imagine new solutions to problems/opportunities.	Consistently Exceptional	Above Average	Occasionally	Content with Status Quo	No Basis for Judgement
Oral Communication: Includes ability to present ideas in small groups or formal presentations	Exceptional	Highly Effective	Acceptable	Has Difficulty	No Basis for Judgement
Written Communications: Includes written expression skills of clarity, correctness, and succinctness	Exceptional	Highly Effective	Acceptable	Has Difficulty	No Basis for Judgement
Interpersonal Skills: Includes the ability to establish and maintain personal and professional relationships.	Exceptional	Highly Effective	Acceptable	Has Difficulty	No Basis for Judgement
Leadership Skills: The ability to influence others so that they strive willingly and enthusiastically toward the accomplishment of objectives	Definitely a Leader	Frequently a leader	Occasionally a Leader	Normally a Follower	No Basis for Judgement
Analysis: The ability to see the relationship(s) among variables relevant to a situation	Exceptional	Above Average	Acceptable	Definitely Lacking	No Basis for Judgement
Integrity: The ability to inspire trust stands on principles and maintains ethical standards in one's work and relationships.	Exceptional	Above Average	Acceptable	Definitely Lacking	No Basis for Judgement
Energy: The ability to maintain vigor and vitality	Exceptional	Above Average	Acceptable	Definitely Lacking	No Basis for Judgement
Professional Promise/Potential: Includes a commitment to field of study, motivation to achieve (Your assessment of professional promise).	Exceptional	Good	Fair	Definitely lacking	No Basis for Judgement
Overall Endorsement: Indicate your overall endorsement of the applicant	Highly Recommended	Recommended	Recommendation with reservations	Not Recommended	No basis for comment on Recommendation

Signature: _____ Phone: _____
(person completing this form)

Title & Institution: _____

Address: _____
(Street) (City) (State/zip)

Please mail completed form directly to: ELCF Dept., Graduate Coordinator, Grad Ed. 251, Fayetteville, AR 72701