

University of Arkansas
College of Education and Health Professions

Name of Applicant: _____
(Print or Type)

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

Directions for Letter of Recommendation

To the person completing this form: Please answer the questions below regarding the Educational Technology applicant who has requested your recommendation.

I have known the applicant for approximately _____ years, _____ months.

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

I have known the applicant (mark all that apply):

_____ as an undergraduate

_____ as a teaching/graduate assistant

_____ as a graduate student

_____ as an advisee

_____ as a co-worker

_____ as his/her work supervisor/manager

_____ as his/her employee

_____ as his/her principal or school administrator

_____ as a family member

_____ as a friend or social acquaintance

_____ other _____
(Please specify relationship)

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

Title & Institution/Workplace: _____

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

Email Address: _____

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.)

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

Please comment on personal qualities of the applicant or provide any additional information you think will aid the selection committee in its evaluation of the applicant here:

Thank you for taking the time to complete this recommendation form. Once signed and completed, please upload this document to the link provided in the email message as a PDF document.