

**UNIVERSITY OF ARKANSAS
COLLEGE OF EDUCATION AND HEALTH PROFESSIONS**

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

To: _____
(Print or Type Name of Person Who is to Complete the Form)

Directions for Letter of Recommendation

TO THE APPLICANT: This form should be given to persons able to comment on your qualifications for graduate study. We suggest you include a stamped, addressed envelope for the convenience of the person completing this form.

Under the Family Educational Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. However, those writing recommendations and those assessing recommendations may attach more significance to them if it is known that the recommendations will remain confidential. 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.

Applicant's Signature and Date

TO THE PERSON COMPLETING FORM: I am applying for admission to the _____ M.S. _____ Ed.S. _____ Ed.D. _____ Ph.D. graduate program in the field or area of _____ in the College of Education and Health Professions at the University of Arkansas, 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.

1. I have known the applicant for approximately _____ years.

2. I know the applicant: ___slightly _____ fairly well _____ very well.

3. I have known the applicant:

_____ as an undergraduate _____ as a teaching/research assistant

_____ as a graduate student _____ as an advisee

_____ other (please specify relationship) _____

Thank you for completing this form. Please mail directly to the Graduate Coordinator of the program sponsoring the area of specialization at the address provided by applicant.

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. (Check 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 Judgment
INDUSTRY AND APPLICATION: Includes such things as initiative, willingness to work, persistence, quality and quantity of work produced, work habits (planning and management of time).	Self-Motivated	Above Average	Acceptable	Lacks Motivation	No Basis for Judgment
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 Judgment
ORAL COMMUNICATION: Includes ability to present ideas in small groups or formal presentations.	Exceptional	Highly Effective	Acceptable	Has Difficulty	No Basis for Judgment
WRITTEN COMMUNICATION: Includes written expression skills of clarity, correctness, and succinctness.	Exceptional	Highly Effective	Acceptable	Has Difficulty	No Basis for Judgment
INTERPERSONAL SKILLS: Includes ability to establish and maintain personal and professional relationships.	Exceptional	Highly Effective	Acceptable	Has Difficulty	No Basis for Judgment
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 Judgment
ANALYSIS: The ability to see the relationship(s) among variables relevant to a situation.	Exceptional	Above Average	Acceptable	Definitely Lacking	No Basis for Judgment
INTEGRITY: The ability to inspire trust, stand on principles and maintain ethical standards in one's work and relationships.	Exceptional	Above Average	Acceptable	Definitely Lacking	No Basis for Judgment
ENERGY: The ability to maintain vigor and vitality.	Exceptional	Above Average	Acceptable	Definitely Lacking	No Basis for Judgment
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 Judgment
OVERALL ENDORSEMENT: Indicate your overall endorsement of the applicant.	Highly Recommended	Recommend	Recommended with Reservation	Not Recommended	No Basis for Comment on Recommendation

Please amplify and/or clarify any of the above or indicate other information which you believe would be relevant to consideration of this applicant to pursue graduate study. (Please print or type.)

Signature of person completing this form: _____ Telephone # _____

Title and institution: _____

Address: _____
(Street) (City) (State & Zip Code)