

Graduate Studies in
EDUCATION

RECOMMENDATION INFORMATION
Master of Science in Educational Leadership

APPLICANT: Complete this form (type or print) and mail it to:
Christian Brothers University; Graduate & Professional Studies; 650 East Parkway South, Box T-5; Memphis, TN 38104

You have three recommendation forms which must be completed for admission to the program. They must be completed by the following:

1. Present or past employers or supervisors in a work setting.
2. Present or past colleagues.

Forms completed by friends and/or others and letters without the appropriate recommendation forms cannot be used.

If one of the above is not available or possible, please contact the graduate office (901.321.4350) for further instructions. Please remember that it is vital to have the designated persons complete recommendation forms. It is also the student's responsibility to follow-up with those individuals with whom forms have been left to be sure they were sent to Christian Brothers University Department of Education as promised.

Recommendation for Admission

Applicant's Name _____

Address _____

City _____ State _____ Zip _____

INSTRUCTIONS: The above person has applied for admission to the Master of Science in Educational Leadership program at Christian Brothers University. Please provide the requested information to the best of your ability. Call the Director of Graduate Studies in Education if you have any questions or concerns (901.321.4350). Mail the completed form to the address provided at the top. Note: Students will have access to this evaluation upon request.

In what capacity have you know the applicant:

Academic Employment Other _____

I have known the applicant for _____ years and/or _____ months.

I know the applicant: slightly fairly well very well.

I verify that the applicant has had _____ years of successful teaching.

Rate the applicant by checking the appropriate blanks using the scale below:

(0) No basis for judgment (1) Poor (2) Marginal (3) Satisfactory (4) Above Average (5) Exceptional

1. Scholarship (0) (1) (2) (3) (4) (5)

Comments: _____

2. Personal Character (0) (1) (2) (3) (4) (5)

Comments: _____

3. Communication Skills (0) (1) (2) (3) (4) (5)

Comments: _____

4. Emotional Stability (0) (1) (2) (3) (4) (5)

Comments: _____

5. Promise as a Leader (0) (1) (2) (3) (4) (5)

Comments: _____

6. Interpersonal Skills (0) (1) (2) (3) (4) (5)

Comments: _____

7. Work Ethic (0) (1) (2) (3) (4) (5)

Comments: _____

8. Overall Estimate (0) (1) (2) (3) (4) (5)

Comments: _____

Do you know any reason this applicant should not be admitted to a graduate education program and/or work with children?

Circle one Yes No

If "Yes," please comment:

Mark one:

___ I recommend this person for admission to the graduate program at Christian Brothers University.

___ I recommend with reservations this person for admission to the graduate program at Christian Brothers University

___ I do not recommend this person for admission to the graduate program Christian Brothers University.

Signature of Recommender _____ Date _____

Print Name _____ Position _____

Institution or Association _____

Address _____

P.O. Box or Street _____

City _____ State _____ Zip _____

Phone _____ Date _____

Please attach any additional comments.

Thank you for your time and assistance!