



## RECOMMENDATION FORM

### Department of Education

*ALL Programs*

**To be completed by the applicant.**

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

What Program are you applying to (check one)?

- Master of Arts in Teaching (MAT) for Initial Teaching Licensure – *2 forms required*
- Post-Baccalaureate Teacher Education Program, Licensure-Only – *2 forms required*
- Master of Education (M.Ed.) – *2 forms required*
- Master of Science in Educational Leadership (MSEL) for Beginning TN Instructional Leadership – *3 forms required*
- Licensure-Only: Beginning TN Instructional Leadership Licensure – *3 forms required*

I hereby release my rights to review the contents of this recommendation form. (REQUIRED)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Recommenders should be either:

1. Present or past employers or supervisors in a work setting; or
2. Present or past colleagues; or
3. University Faculty or Staff members.

Personal references (friends, family) are not appropriate. Letters without the appropriate recommendation forms cannot be used. Please remember that it is vital to have the designated persons complete recommendation forms. It is also the applicant's responsibility to follow-up with those individuals with whom forms have been left to be sure they were sent to Christian Brothers University as promised.

**To be completed by the Recommender.**

#### Recommendation for Admission

**INSTRUCTIONS:** The above person has applied for admission to the Graduate Education Program specified above at Christian Brothers University. Please provide the requested information to the best of your ability. Call the Department of Education if you have any questions or concerns (901-321-4350). Completed forms should be submitted to:

**Christian Brothers University**

**Graduate and Professional Studies**

**650 East Parkway South, Box T-5**

**Memphis, TN 38104**

**Fax: 901-321-3575**

**E-mail: efrankli@cbu.edu**



3. **Communication Skills** (0) No basis for judgment (1) Not proficient (2) Partially proficient (3) Proficient

Comments: \_\_\_\_\_

4. **Emotional Stability** (0) No basis for judgment (1) Not proficient (2) Partially proficient (3) Proficient

Comments: \_\_\_\_\_

5. **Promise as a Leader** (0) No basis for judgment (1) Not proficient (2) Partially proficient (3) Proficient

Comments: \_\_\_\_\_

6. **Interpersonal Skills** (0) No basis for judgment (1) Not proficient (2) Partially proficient (3) Proficient

Comments: \_\_\_\_\_

7. **Work Ethic** (0) No basis for judgment (1) Not proficient (2) Partially proficient (3) Proficient

Comments: \_\_\_\_\_

8. **Overall Estimate** (0) No basis for judgment (1) Not proficient (2) Partially proficient (3) Proficient

Comments: \_\_\_\_\_

Do you know any reason this applicant should not be admitted to the Graduate Education Program specified above and/or work with children? (Circle one) Yes No

If "Yes," please comment:

Comments: \_\_\_\_\_

**Mark one:**

I recommend this person for admission to the Graduate Education Program specified above.

I recommend with reservations this person for admission to the Graduate Education Program specified above.

I do not recommend this person for admission to the Graduate Education Program specified above.

Signature of Recommender \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Position \_\_\_\_\_

Institution or Association \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

*Please attach any additional comments.*