GORDON COLLEGE

Professional Reference

TO BE COMPLETED BY THE APPLICANT (PLEASE PRINT)

Legal name of applicant _____

Check one: ☐ M.Ed. ☐ M.A.T.   Desired field and level _____

This recommendation will become part of your admission file. It will not be disclosed to any unauthorized individual without your consent. Once registered at Gordon College, you will be accorded access to its contents unless you voluntarily waive your right of access.

I have read the information above and I hereby

☐ waive my right of access to this document.

☐ do not waive my right of access to this document.

Applicant signature _____ Date _____

TO BE COMPLETED BY THE RECOMMENDER (PLEASE PRINT)

The individual named above has applied for admission to the graduate education program at Gordon College. Under the 1974 Family Educational Rights and Privacy Act, this applicant will have access to his/her admission records, including letters of recommendation. However, students may waive the right to see the letters of recommendation, whereupon such letters will be held in confidence. If the applicant has not signed the waiver, it is assumed that this letter is submitted with the recommender's understanding that the applicant, once registered at Gordon College, may request to see the letter.

Name _____ Position/title _____

Address _____

Email address _____ Phone _____

Organizational affiliation _____

1. How long have you known the applicant? _____

_____

2. Under what circumstances have you known the applicant? _____

_____

3. Are you familiar with the applicant's scholastic record? ☐ Yes ☐ No   If yes, is the scholastic record an accurate index of the applicant's academic ability? ☐ Yes ☐ No   Please explain _____

_____

_____

4. Rank the applicant on the following:

	Outstanding	Above average	Average	Below average	Not observed
Professional attitude	☐	☐	☐	☐	☐
Leadership skills	☐	☐	☐	☐	☐
Academic potential	☐	☐	☐	☐	☐
Teaching skills	☐	☐	☐	☐	☐
Perseverance	☐	☐	☐	☐	☐
Creativity and imagination	☐	☐	☐	☐	☐
Social or interpersonal skills	☐	☐	☐	☐	☐
Communication skills: Oral	☐	☐	☐	☐	☐
Written	☐	☐	☐	☐	☐
Service	☐	☐	☐	☐	☐

5. This is a professional reference, which should speak to the applicant's appropriateness for the teaching profession. To better qualify or expand upon your appraisal of the applicant, please provide any additional comments in the space below.

OVERALL RECOMMENDATION

☐ I strongly recommend this applicant for admission and am confident that he/she has the capability to perform at a superior level.

☐ I recommend this applicant for admission and am confident that his/her performance should be comparable to that of most graduate students.

☐ I feel the applicant's qualifications are marginal, but, if admitted, the applicant would greatly benefit from study in the program.

☐ I do not recommend this applicant for admission.

Signature _____

Date _____

Thank you for taking the time to complete this reference. Please return it to the applicant in the enclosed envelope.