

RECOMMENDATION FORM

M.A.T. (Elementary), M.A.T. (Secondary), M.Ed. in Teaching and Learning

APPLICANT: Fill in the information requested below and forward one form with a stamped envelope addressed to the Admissions Office, 4210 Harding Road, Nashville, TN 37205, to each respondent. Under the provisions of the Family Educational Rights and Privacy Act, you have the right—if you enroll at Aquinas College—to review your educational records. The Act further provides that you may waive your right of access to see recommendations for admission. By signing below, you waive any right of access that you may have to this recommendation form.

Two recommendations are required with your application, one of which must be completed by an administrator, college supervisor, or former employer.

Name of Applicant _____

Signature _____ Date _____

RESPONDENT: The individual whose name appears above is applying for admission to the Aquinas College Graduate Education Program. Evaluations of the applicant’s potential are required as part of the application procedure and this individual requests that you write on his/her behalf. A standard format is provided for your use, but you may choose to attach a letter along with the form. It would be appreciated if you would respond as early as possible so that consideration of the application will not be delayed.

Name of Respondent _____ Title _____

Institution or Agency _____

Rate the applicant in the areas indicated below by checking 4-Outstanding, 3-Above Average, 2-Satisfactory, 1-Below Average.

Skill	4	3	2	1	No Comment
Intellectual Ability					
Critical Thinking Ability					
Problem Solving Ability					
Ability or Promise as a Leader					
Quality of Oral Communication					
Quality of Written Communication					
Motivation and Energy					
Organizational Ability					
Sense of Humor					
Emotional Maturity					
Ability to Meet Deadlines					
Ability to Work with Others					
Ability to Improve Student Achievement					
Professional Integrity					

How long have you known the candidate and in what capacity?

From the opposite side of this form, choose one or two of the candidate's outstanding characteristics and explain your rating.

From the opposite side of this form, choose the one area in which you think the candidate needs improvement and explain.

Identify at least two instances in which you have seen this candidate lead/guide/direct a group or a project and describe your assessment of the outcome of his/her efforts.

Indicate the strength of your overall endorsement of the applicant.

Highly recommended Recommended Recommended with reservations Not recommended

A faculty member from Aquinas College Graduate Education Program may contact you via phone for further information. If you agree to such a conversation, please list your preferred phone number and indicate the best time to call.

Phone _____ Best time to call: Morning Afternoon Evening

Respondent's Signature _____ Date _____