

**University of Arkansas**  
**College of Education and Health Professions**

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Name of Applicant: \_\_\_\_\_  
(Print or Type)

Recommender: \_\_\_\_\_  
(Print or Type name of person who is to complete this form)

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**Directions for Letter of Recommendation**

**To the person completing this form:** Please answer the questions below regarding the Educational Technology applicant who has requested your recommendation.

I have known the applicant for approximately \_\_\_\_\_ years, \_\_\_\_\_ months.

I have known the applicant \_\_\_\_\_ slightly, \_\_\_\_\_ fairly well, \_\_\_\_\_ very well.

I have known the applicant (mark all that apply):

\_\_\_\_\_ as an undergraduate

\_\_\_\_\_ as a teaching/graduate assistant

\_\_\_\_\_ as a graduate student

\_\_\_\_\_ as an advisee

\_\_\_\_\_ as a co-worker

\_\_\_\_\_ as his/her work supervisor/manager

\_\_\_\_\_ as his/her employee

\_\_\_\_\_ as his/her principal or school administrator

\_\_\_\_\_ as a family member

\_\_\_\_\_ as a friend or social acquaintance

\_\_\_\_\_ other \_\_\_\_\_

(Please specify relationship)

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Signature: \_\_\_\_\_ Phone: \_\_\_\_\_  
(person completing this form)

Title & Institution/Workplace: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State/zip)

Email Address: \_\_\_\_\_

## 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. (Circle the SCALE column, which best reflects your rating of this applicant.)

### DIMENSIONS

### SCALE

<b>Intellectual Capacity:</b> Includes such things as the breadth of academic and general knowledge.	Exceptional	Above Average	Acceptable	Definitely Lacking	No Basis for Judgement
<b>Industry &amp; Application:</b> Includes such things as initiative, willingness to work, persistence, quality and quantity of work produced, work habits, (planning & management of time).	Self-Motivated	Above Average	Acceptable	Lacks Motivation	No Basis for Judgement
<b>Creativity/Originality:</b> 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 Judgement
<b>Oral Communication:</b> Includes ability to present ideas in small groups or formal presentations	Exceptional	Highly Effective	Acceptable	Has Difficulty	No Basis for Judgement
<b>Written Communications:</b> Includes written expression skills of clarity, correctness, and succinctness	Exceptional	Highly Effective	Acceptable	Has Difficulty	No Basis for Judgement
<b>Interpersonal Skills:</b> Includes the ability to establish and maintain personal and professional relationships.	Exceptional	Highly Effective	Acceptable	Has Difficulty	No Basis for Judgement
<b>Leadership Skills:</b> 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 Judgement
<b>Analysis:</b> The ability to see the relationship(s) among variables relevant to a situation	Exceptional	Above Average	Acceptable	Definitely Lacking	No Basis for Judgement
<b>Integrity:</b> The ability to inspire trust stands on principles and maintains ethical standards in one's work and relationships.	Exceptional	Above Average	Acceptable	Definitely Lacking	No Basis for Judgement
<b>Energy:</b> The ability to maintain vigor and vitality	Exceptional	Above Average	Acceptable	Definitely Lacking	No Basis for Judgement
<b>Professional Promise/Potential:</b> Includes a commitment to field of study, motivation to achieve (Your assessment of professional promise).	Exceptional	Good	Fair	Definitely lacking	No Basis for Judgement
<b>Overall Endorsement:</b> Indicate your overall endorsement of the applicant	Highly Recommended	Recommended	Recommendation with reservations	Not Recommended	No basis for comment on Recommendation

Please comment on personal qualities of the applicant or provide any additional information you think will aid the selection committee in its evaluation of the applicant here:

**Thank you** for taking the time to complete this recommendation form. Once signed and completed, please upload this document to the link provided in the email message as a PDF document.