



Recommendation for Admission to the MA in Education Program



Instructions to the Applicant: Complete the top portion of this form and give it to the person who will write your recommendation together with one of the supplied transcript/recommendation envelopes. Address the envelope to yourself so that you can include the sealed recommendation letter with your application package.

Applicant's Name _____
Family Name First Name Middle Name

Degree and Program _____
Degree Program Term for which you are applying

Eastern Mennonite University keeps the confidential recommendation form six months after admission decision. I agree that the recommendation I am requesting shall be held in confidence by Eastern Mennonite University and I hereby waive any rights I may have to examine it. _____ Yes _____ No

Signature of Applicant Date

Instructions to the Respondent: Please answer the following questions and on the other side or on your own letterhead, write a short narrative. This letter will serve as an additional credential for the Graduate Admissions Committee to judge the applicant qualitatively. We are particularly interested in skills that you have observed which would have a strong bearing on the applicant's success in graduate school.

1. How long and in what capacity have you known the applicant? _____

2. Please rate the applicant in comparison with others whom you have known at similar stages in their careers.

Instructions: Please rate the **consistency** and **quality** of the candidate's ability to demonstrate each trait or behavior.

3—Exemplary demonstration of this trait or behavior

2—Competent demonstration of this trait or behavior

1—Unacceptable demonstration of this trait or behavior

a)	Assumes Personal and Professional Responsibility	3	2	1
b)	Demonstrates motivation and perseverance toward goals	3	2	1
c)	Demonstrates autonomy	3	2	1
d)	Relates well with others	3	2	1
e)	Considers multiple perspectives	3	2	1
f)	Demonstrates competency in communication skills	3	2	1
g)	Engages in self-assessment and critical inquiry	3	2	1
h)	Demonstrates leadership ability	3	2	1
i)	Demonstrates caring	3	2	1
j)	Demonstrates fairness	3	2	1
k)	Demonstrates belief that each student can learn	3	2	1

3. Please describe the quality of the candidate's professional performance as an educator (you may comment on professionalism, content knowledge, instructional strategy, relationship to the students and their needs, or other pertinent areas of performance).

4. Please speak to the candidate's potential success with graduate course work and conducting action research.

5. Please indicate the strength of your overall endorsement by circling the appropriate number on the scale.

3
Recommended

2
Recommended with some reservations

1
Not Recommended

Name, title and institutional affiliation _____

Address of respondent _____

Signature

Date

Print Name

Please know that your recommendation is appreciated and will be given serious consideration by the admissions committee. Please place the completed and signed recommendation form into the pre-printed return envelope, seal the envelope and sign across the flap, and return the sealed envelope to the applicant. The applicant will submit the sealed recommendation with his/her application for admission. However, it is your option to mail the sealed envelope directly to:

MA in Education

EMU 1200 Park Road, Harrisonburg, VA 22802 or **EMU at Lancaster** 1846 Charter Lane, P.O. Box 10936, Lancaster, PA 17605