

# College of St. Joseph in Vermont

## Recommendation for Graduate Study in:

- Education     Psychology & Human Services     Business Administration

Name of Applicant \_\_\_\_\_

### To the Applicant:

This form should be given to professors and/or supervisors who are able to comment on your qualifications for graduate study and/or potential for professional growth in the program checked above. For the convenience of the person completing this form, please include a stamped envelope addressed to:

**College of St. Joseph  
Admissions Office  
71 Clement Road  
Rutland, VT 05701-3899**

Under the Federal Family Educational Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. However, those writing recommendations and those assessing recommendations may attach more significance to them if it is known that they will remain confidential. It is your option to waive or retain your right to access these recommendations.

**To be acceptable, this form must have the appropriate phrase below marked and your signature.**

- I waive my right to review this recommendation  
 I do not waive my right to review this recommendation

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

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### To the Evaluator:

The above-named individual is applying for admission to a master's program in Education, Psychology, or Business Administration (see above) at the College of St. Joseph and would appreciate your evaluation of her/his academic/professional work on the enclosed form. Please indicate whether you are writing an academic recommendation or a professional recommendation.

- Academic                       Professional

I have known the applicant for \_\_\_\_\_ years \_\_\_\_\_ months

I have known the applicant  slightly                       fairly well                       very well

I have known the applicant  as an undergraduate     as a supervisee     other \_\_\_\_\_

Indicate the population with which the applicant is being compared in this rating:

- Undergraduate students I have taught     Bachelor's level employees I have supervised     Master's level students I have taught     Master's level employees I have supervised

According to the population specified in the last item, rate the applicant on the following characteristics. If, in your opinion, any of the ratings require further elaboration, please include them along with other comments in a personal letter of recommendation.

Rating	Below Average	Average	Very Good	Outstanding	No Basis for Evaluation
Academic Ability					
General Knowledge					
Oral Expression					
Writing Ability					
Originality					
Social Awareness					
Emotional Maturity					
Ability to Work With Others					
Ability to Meet Deadlines					
Leadership Ability					
Persuasive Ability					
Independence/ Autonomy					

Rating	Below Average	Average	Very Good	Outstanding	No Basis for Evaluation
Professional Demeanor					
Interpersonal Skills					
Dependability					
Carefulness					
Judgment					
Tolerance for Differences					
Tolerance for Ambiguity					
Cultural Awareness					
Self-Awareness					
Adherence to Ethical Standards					
Persistence					

We would appreciate some personal comments on this student. Feel free to put these comments in the space provided on this form (use separate sheet if necessary). We are particularly interested in your opinion regarding the following:

- 1) The applicant's ability to profit from a master's program
- 2) The applicant's level of personal maturity and character
- 3) The applicant's potential for ethical decision making, leadership, and competence in his/her area of professional interest.

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My overall recommendation of the candidate:

Highly recommended    Recommended    Recommended with some reservation    Not recommended

Signature of person completing this form

Name (please print) \_\_\_\_\_ Title: \_\_\_\_\_

Institution or affiliation: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_