

Northeastern State University
College of Education
Master of Education in Instructional Leadership

Name of Applicant: _____

Directions for Letter of Recommendation

TO THE APPLICANT: This form should be given to persons able to comment on your qualifications for graduate study. We suggest you include a stamped, addressed envelope for the convenience of the person completing this form.

Under the 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 the recommendations will remain confidential. It is your choice to waive your right of access to these recommendations or to decline to do so. Please mark the appropriate phrase below, indicating your choice, and sign your name.

_____ I waive my right to review this recommendation.

_____ I do not waive my right to review this recommendation.

Applicant's Signature and Date

I am applying for admission to the M. Ed. in Instructional Leadership Program in the College of Education at Northeastern State University, Tahlequah Oklahoma. I would appreciate having you as a reference.

TO THE PERSON COMPLETING FORM: If you agree, please complete the information requested and return directly to: Northeastern State University, College of Education, Department of Educational Leadership, 717 North Grand, Tahlequah, OK 74464, Attn: Graduate Program Admissions Committee

1. I have known the applicant for approximately _____ years.

2. I have known the applicant: ___slightly ___fairly well ___very well

3. I have known the applicant:

___ as an undergraduate ___ as a teaching/ research assistant

___ as an advisee

___ other (please specify relationship) _____

Candidate Recommendation Form

Directions: Please rate the applicant on the dimensions described below. Use as a frame of reference other persons you have known as successful students of comparable graduate programs of which you are aware. (Check the SCALE column which best reflects your ratings of the applicant.)

| Criteria | Scale | | | | |
|--|------------------|--------------------|-----------------|-------------------------|---------------------------|
| | Exceptional 5 | Above Average 4 | Acceptable 3 | Definitely Lacking 2 | No Bias for Judgment 1 |
| INTELLECTUAL CAPACITY: Include such things as the breadth of academic and general knowledge (COE CF 1: Teaching Scholar & NBCT CP #2). | Exceptional 5 | Above Average 4 | Acceptable 3 | Definitely Lacking 2 | No Bias for Judgment 1 |
| INDUSTRY AND APPLICATION: Include such things as initiative, willingness to work, persistence, quality and quantity of work produced, work habits (planning and management) - (COE CF 1: Teaching Scholar & NBCT CP #5). | Exceptional 5 | Above Average 4 | Acceptable 3 | Definitely Lacking 2 | No Bias for Judgment 1 |
| CREATIVITY AND ORIGINALITY: Includes the ability to conceptualize ideas and imagine the new solutions to problems/opportunities (COE CF 1: Teaching Scholar & NBCT CP #4). | Exceptional 5 | Above Average 4 | Acceptable 3 | Definitely Lacking 2 | No Bias for Judgment 1 |
| ORAL COMMUNICATION: Includes ability to present ideas in small groups or formal presentations (COE CF 1: Teaching Scholar & NBCT CP #4). | Exceptional 5 | Above Average 4 | Acceptable 3 | Definitely Lacking 2 | No Bias for Judgment 1 |
| WRITTEN COMMUNICATION: Includes written expression skills of clarity, corrections, and succinctness (COE CF 1: Teaching Scholar & NBCT CP #4). | Exceptional 5 | Above Average 4 | Acceptable 3 | Definitely Lacking 2 | No Bias for Judgment 1 |
| INTERPERSONAL SKILLS: Includes ability to establish and maintain personal and professional relationships (COE CF 1: Developer Human Potential & NBCT CP #1). | Exceptional 5 | Above Average 4 | Acceptable 3 | Definitely Lacking 2 | No Bias for Judgment 1 |
| LEADERSHIP SKILLS: The ability to influence others so that they strive willingly and enthusiastically toward the accomplishment of objectives (COE CF 1: Educational Leader & NBCT CP #1). | Exceptional 5 | Above Average 4 | Acceptable 3 | Definitely Lacking 2 | No Bias for Judgment 1 |
| ANALYSIS: The ability to see the relationships among variables relevant to a situation (COE CF 1: Teaching Scholar & NBCT CP #1). | Exceptional 5 | Above Average 4 | Acceptable 3 | Definitely Lacking 2 | No Bias for Judgment 1 |
| INTEGRITY: The ability to inspire trust, stand on principles and maintain ethical standards in one's work and relationships (COE CF 1: Educational Leader & NBCT CP #5). | Exceptional 5 | Above Average 4 | Acceptable 3 | Definitely Lacking 2 | No Bias for Judgment 1 |
| ENERGY: The ability to maintain vigor and vitality (COE CF 1: Educational Leader & NBCT CP #1). | Exceptional 5 | Above Average 4 | Acceptable 3 | Definitely Lacking 2 | No Bias for Judgment 1 |
| PROFESSIONAL POTENTIAL: Includes a commitment to field of study, motivation to achieve (Your assessment of professional promise) - (COE CF 1: Teaching Scholar & NBCT CP #1). | Exceptional 5 | Above Average 4 | Acceptable 3 | Definitely Lacking 2 | No Bias for Judgment 1 |
| OVERALL ENDORSEMENT: Indicate your overall endorsement of the applicant. | Exceptional 5 | Above Average 4 | Acceptable 3 | Definitely Lacking 2 | No Bias for Judgment 1 |

SIGNATURE OF PERSON COMPLETING THE FORM: _____ DATE: _____

PRINTED NAME OF INDIVIDUAL COMPLETING FORM: _____

TITLE OF INSTITUTION AND ADDRESS: _____