Recommendation Form: Master of Arts in Teaching

To the Applicant:

Complete the following items and forward this form to the individual who will provide your reference. To expedite the processing of your application, you may wish to include a pre-addressed, stamped envelope: This form is only required for MAT applicants.

Applicant’s Name: _________________________________________________________________________________

LA ST     FIRST     MIDDLE

Mailing Address: __________________________________________________________________________________

NUMBER AND STREET

CITY AND COUNTY     STATE AND COUNTRY    ZIP/POSTAL CODE

I hereby release Loyola University Maryland and its agents and employees from liability in connection with investigating and evaluating my application for admission. I further release from liability all parties providing information, in good faith, concerning my qualifications in connection with my application.

Applicant’s Signature: _________________________________________Date: __________________________

To the Person Completing this Form

The person named above is applying for admission to a Graduate Program in Teaching at Loyola University Maryland. The Admission Committee finds candid evaluations helpful in choosing from among highly qualified candidates.

Notice about confidentiality: Under Public Law 93-380, the Family Educational Rights and Privacy Act, applicants for admission do not have access to their records unless and until they enroll at Loyola University Maryland. To ensure confidentiality of information within the spirit of the law, the University will use this form for the purpose of admission only. The professional reference, and any other subjective supplementary statements sent on the applicant’s behalf, will be destroyed before his/her matriculation at Loyola. Your comments are valuable. The appraisal of the applicant will greatly assist the Admission Committee in reaching a decision in his/her best interest.

When you complete this recommendation form, please place the form and any additional pages in an envelope with your letterhead on it. Sign your name across the sealed flap of the envelope and return it to Loyola University Maryland, Office of Graduate Admission, 2034 Greenspring Dr., Lutherville-Timonium, MD 21093

Name: _________________________________________________________________________________

DR./MR./MRS./MS.

Title/Position: ____________________________________________________________________________

Company/Position: _________________________________________________________________________

Address: _________________________________________________________________________________

NUMBER AND STREET

CITY      STATE    COUNTRY    ZIP/POSTAL CODE

Telephone: ___________________________E-mail: ___________________________
Background Information

Professional Relationship with Applicant:

How long have you known this applicant? Dates: from _______ to __________ length of time____________________

___Student under my supervision   ___Teacher under my supervision
___Employee under my supervision   ___Other (Please specify)_______________________________

If applicant is a former employee, please state his/her reason for leaving: _____________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

Evaluation:

Please comment on whatever you think is important about the applicant, including a description of professional, academic and/or personal characteristics.

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

Ratings: Please rate the candidate on the following Teacher Qualification Characteristics

Meets others with ease:  
  Almost Always_____ Most of the time____  Sometimes_____ Rarely_____ No Basis____

Exhibits tact in challenging situations:
  Almost Always_____ Most of the time____  Sometimes_____ Rarely_____ No Basis____

Shows strong leadership skills:
  Almost Always_____ Most of the time____  Sometimes_____ Rarely_____ No Basis____

Demonstrates an appropriate sense of humor:
  Almost Always_____ Most of the time____  Sometimes_____ Rarely_____ No Basis____

Demonstrates flexibility in completing professional responsibilities:
  Almost Always_____ Most of the time____  Sometimes_____ Rarely_____ No Basis____

Demonstrates initiative:
  Almost Always_____ Most of the time____  Sometimes_____ Rarely_____ No Basis____

Demonstrates the ability to meet the demands of a rigorous academic program:
  Almost Always_____ Most of the time____  Sometimes_____ Rarely_____ No Basis____

Exhibits maturity in working with others:
  Almost Always_____ Most of the time____  Sometimes_____ Rarely_____ No Basis____

Is conscientious and dependable:
  Almost Always_____ Most of the time____  Sometimes_____ Rarely_____ No Basis____
Demonstrates mature judgment and decision making ability:

Almost Always _____ Most of the time _____ Sometimes _____ Rarely _____ No Basis _____

Is well liked by others:

Almost Always _____ Most of the time _____ Sometimes _____ Rarely _____ No Basis _____

Establishes and implements personal and professional goals:

Almost Always _____ Most of the time _____ Sometimes _____ Rarely _____ No Basis _____

Shows evidence of a willingness to continue his/her professional growth:

Almost Always _____ Most of the time _____ Sometimes _____ Rarely _____ No Basis _____

Is trusted by others:

Almost Always _____ Most of the time _____ Sometimes _____ Rarely _____ No Basis _____

Demonstrates emotional maturity:

Almost Always _____ Most of the time _____ Sometimes _____ Rarely _____ No Basis _____

Communicates clearly and effectively both orally and in writing:

Almost Always _____ Most of the time _____ Sometimes _____ Rarely _____ No Basis _____

If you were considering someone to teach your own child, or to teach in the school where you work, how would you evaluate this candidate?

__ a most desirable future teacher
__ a desirable future teacher
__ an acceptable future teacher
__ not desired as a future teacher

Signature: ______________________________________________________  Date____________________________________