



The Graduate School
 1 South Grove St
 Westerville, OH 43081
 614-823-3210 phone
 614-823-3208 fax
www.otterbein.edu/graduate

MAE / MAT RECOMMENDATION FORM

Applicant's Name: _____
Last First

To the applicant: Under provision of the Family Educational Rights and Privacy Act of 1974, you have the right to review your educational records after you are enrolled at Otterbein University. The Act further provides that you may waive your right to see recommendations for admission. Please indicate below whether or not you wish to waive this right by **circling** the appropriate phrase and signing your name. Not signing will be interpreted to mean that you do not wish to waive your right of access.

I waive do not waive any right of access that I may have to this recommendation form.

To the person giving the recommendation: The individual whose name appears above is seeking admission to a graduate education program at Otterbein University. Please be as complete and candid as possible about the individual and his/her work in regards to his/her potential as a teacher leader. Return this form at your earliest convenience to the address above. **Please complete both sides of this form.**

The Education Department at Otterbein University believes that the following list of Critical Dispositions is important to the success of candidates in the teaching position. Please evaluate the candidate on each of the following by checking the appropriate box.

CRITICAL DISPOSITION	OUTSTANDING	GOOD	MARGINAL	UNACCEPTABLE	NOT OBSERVED
Hard-Working (is responsible, reliable and punctual; meets deadlines; self-starter)					
Resourceful (finds solutions to problems; demonstrates initiative)					
Principled (is honest; fair; respectful; compassionate)					
Open-Minded (accepts and welcomes diversity; non-judgmental; willing to learn about others)					
Collegial (works well with staff; takes constructive criticism)					
Inquisitive (asks good questions; seeks out answers; open to new ideas)					
Flexible (is able to adjust, redirect and deal with the unexpected)					
Positive (looks for ways to be successful; has a "can do" approach)					
Social (enjoys people; relates well one-on-one or in groups)					
Organized (can handle multiple tasks and demands)					

I would rate the candidate on his/her potential as a graduate student and teacher leader (check one):
 _____ Outstanding _____ Good _____ Marginal _____ Unacceptable



COMMENTS:

It will be very helpful if additional information or anecdotes are given concerning particular qualities that should be taken into consideration when the Graduate Admissions Committee reviews the applicant's file. If you attach a separate sheet, your signature must appear on this form as well as the additional sheet.

Signature: _____ Date: _____

Name: (please type or print) _____

Title: _____

Organization: _____

Street Address: _____ City, State, Zip: _____

Telephone Number(s): _____ E-mail Address: _____

How long have you known candidate? _____ In what capacity? _____

