

Recommendation Form

Instructions To Applicants

Please complete the top section of this form which will be used to ensure this recommendation is matched to your application.

Last		First		Middle	
Date of Birth (mm/dd/yyyy)		Applicant Email Address		Applicant Phone Number	
Planned Course of Study				Term	

In accordance with the Family Education Rights and Privacy Act of 1974, applicants may waive their right to see letters of recommendation. Please indicate your choice and sign on the appropriate line below. If you choose to retain your right, you may read this recommendation if you enroll in the Tuskegee University Graduate School.

☐

I waive my right to see this recommendation

☐

I retain my right to see this recommendation

Signature (Please type your name)

Evaluation

Under the provisions of the Family Educational Rights and Privacy Act of 1974, this applicant will have access to the information in this evaluation unless he or she has waived their right to review this recommendation.

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

Please compare this applicant with others you have recommended to graduate study:

Select from the following to the right of the page	Weak	Below Average	Average	Above Average	Exceptional	No Basis to Judge
Depth of Knowledge in the Proposed Field of Study.						
Motivation – Perseverance toward chosen goals.						
The intellectual ability for graduate work.						
Responsibility/Integrity/Ethical Standards – Accepts feedback, takes responsibility for own behavior, and works independently. Trustworthy, dependable, and reliable.						
Initiative/ Ability to work independently. Begins and completes assigned tasks without prompts. Ask questions and makes suggestions appropriately.						
Problem-Solving Skills – Able to analyze and solve problems effectively. Seeks additional information when necessary.						
Organizational Abilities – Able to plan, schedule, and complete work. Able to adapt to environmental demands. Flexible.						
Leadership – Has the ability to encourage participation from others. Interacts well with groups and facilitates task completion.						
Ability To Work With Others – Respectful of others' opinions, active in group discussions. Team oriented.						
Effectiveness In Speaking – the ability to make a clear, concise oral presentation of facts, ideas, or opinions.						
Effectiveness In Written Communication – Writes clearly. Demonstrates an ability to organize information, exchange, and share ideas.						
Self-Assessment – Able to reflect on own abilities and weaknesses. Initiates and completes plans for change.						
Able to plan and conduct research – Willingness to investigate information, able to conceptualize material.						

Please select the option that best describes your overall recommendation of the individual:

☐

Strongly Recommend

☐

Recommend

☐

Recommend with Reservations

☐

Not Recommend

Narrative

Optional:

In the space below, you may provide a written assessment of this applicant's potential to complete a graduate-level program. We are especially interested in information that will help us to understand those intangible qualities, which so often contribute to academic and professional excellence.

If you prefer, feel free to attach a letter to this form.

Evaluator

Name and Title of Evaluator

Organization

Address

Email Address

Telephone

Signature (Please Type your name)

Date