REFERENCE RATING FORM

Applicant’s Name __________________________________________

I hereby voluntarily waive and or I retain my rights of access to
relinquish any right of access to this confidential reference form
and accompanying letter of recommendation.

___________________________________  _____________________________________
Applicant (Original) Signature and Date  Applicant (Original) Signature and Date

The person named above has made application to the Doctor of Education degree program in Developmental Education Administration at Sam Houston State University and has given your name as a reference. We are asking you to complete and return this Reference Rating Form. You may also wish to attach a letter of recommendation.

The instrument contains 29 items with accompanying descriptors and ratings from 1 (lowest) to 5 (highest). Circle the number on each item that best describes the applicant. Please circle “NO” if you have had no opportunity to observe.

We use many sources of information for the admission of individuals to this program. Your ratings will not be the single determinant in deciding admission. Therefore, we urge you to be completely frank in providing us with this information. Thank you for your assistance.

Please print this form and mail the completed form (4 pages) to: (Faxing of form is not acceptable.)

Office of Graduate Studies
Sam Houston State University
Box 2478
Huntsville, TX  77341-2478

Person Completing Form: (please type)

Name: __________________________________________
Position: __________________________________________
Address: __________________________________________
________________________________________
Telephone: __________________________________________

Signature: __________________________________________  Date: ________________________________
Directions: Score the candidate according to the degree that he/she exhibits the behavior or characteristic indicated. The scale is established with a continuum of 5 to 1 and “NO” as follows:

5 = always exhibits behavior/characteristics
4 = often exhibits behavior/characteristics
3 = sometimes exhibits behavior/characteristics
2 = seldom exhibits behavior/characteristics
1 = never exhibits behavior/characteristics
NO = no knowledge of or opportunity to observe

Experience
A. Participates in professional organizations (Memberships and participation)  5 4 3 2 1 NO
B. Has defined career goals (Development of career goals and plans)  5 4 3 2 1 NO
C. Has extensive, positive leadership experience (Demonstrated ability to function effectively in present or previously held leadership positions)  5 4 3 2 1 NO
D. Has demonstrated effective leadership in a variety of situations and/or organizations (Ability to function effectively as a leader in a variety of situations and types of organizations dealing with diverse problems)  5 4 3 2 1 NO

Communication and Personal Skills
A. Has effective writing skills with appropriate form & substance suitable for professional publication (Ability to communicate effectively in writing)  5 4 3 2 1 NO
B. Demonstrates effective problem-solving skills through analysis of a problem (Systematic diagnosis of problems and formulation of solutions)  5 4 3 2 1 NO
C. Has a breadth of interest beyond his/her work (Alert to opportunities for personal growth outside of professional environment)  5 4 3 2 1 NO
D. Has effective verbal skills and presents ideas clearly, logically, and convincingly (Ability to communicate in speech)  5 4 3 2 1 NO
E. Demonstrates effective conceptual skills when analyzing problems  
   (Ability to identify unifying concepts and commonalities among issues, problems, or events)  
   5 4 3 2 1 NO

F. Adapts easily when an obstacle is encountered that hinders or prevents progress toward planned goals  
   (Ability to deal with the stress, rigors, and problems of professional life)  
   5 4 3 2 1 NO

G. Seeks self-improvement  
   (Alert to suggestions and opportunities for improvement)  
   5 4 3 2 1 NO

Work Habits

A. Demonstrates enthusiasm and eagerness to pursue ideas in unexplored areas  
   (Lively interest in intellectual pursuits)  
   5 4 3 2 1 NO

B. Exhibits perseverance/persistence in that he/she consistently pursues a problem to its solution or to a practical point of termination  
   (Ability to devote prolonged attention to a difficult course of action)  
   5 4 3 2 1 NO

C. Possesses critical thinking skills in making judgments; listens to what is said in a discussion and then responds by correcting errors or misconceptions and expanding on facts  
   (Ability to examine issues carefully before judgment, distinguishing relevant from extraneous material)  
   5 4 3 2 1 NO

D. Shows creativity and finds new ways to work with and organize old material  
   (Ability to draw upon elements from many sources and put these together into a new pattern)  
   5 4 3 2 1 NO

E. Is independent and works with minimum direction  
   (Ability to work in a self-directed and self-sufficient manner)  
   5 4 3 2 1 NO

F. Demonstrates flexibility  
   (Open-minded and receptive to new ideas)  
   5 4 3 2 1 NO

G. Manages time effectively  
   (Ability to organize time efficiently)  
   5 4 3 2 1 NO

H. Is conscientious and consistently submits assignments that demonstrate effective planning  
   (Responsible and thorough in accomplishing work in a timely manner)  
   5 4 3 2 1 NO

Building Relationships

A. Is considerate of others’ needs and voluntarily offers his/her assistance  
   (Attentive to the needs and rights of others)  
   5 4 3 2 1 NO

B. Demonstrates leadership and organizes a group to undertake a project; can maintain group support of the project until goals are achieved  
   (Ability to organize, direct, or influence others)  
   5 4 3 2 1 NO

C. Has collegial relationship with superiors  
   (Ability to interact positively with peers and establish mutually beneficial relationships)  
   5 4 3 2 1 NO

D. Has productive peer relationships  
   (Ability to interact positively with peers and establish mutually beneficial relationships)  
   5 4 3 2 1 NO

E. Is assertive; diplomatically expresses his/her opinion objectively and confidently, no matter how controversial it may be  
   (Willingness to express and stand by convictions)  
   5 4 3 2 1 NO
Scholarship

A. **Has demonstrated research skills**  (Ability to employ the techniques required for collection, analysis and presentation of data)  
   5 4 3 2 1  NO

B. **Has demonstrated presentation skills**  (Ability to make presentations in front of various audiences; has conducted staff development sessions)  
   5 4 3 2 1  NO

Overall Rating

A. This candidate has the background and skills to complete a doctoral program.  
   5 4 3 2 1  NO

B. This candidate has the commitment to complete a doctoral program.  
   5 4 3 2 1  NO

C. Based on other doctoral students I have known, I would rate this individual:  
   _____ ABOVE AVERAGE  _____ AVERAGE  _____ BELOW AVERAGE

Additional Comments:

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
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__________________________________________________________________________________________________