

**Master of Education Degree in Special Education  
Sam Houston State University  
Recommendation Form**

**To the applicant:** Complete the information requested below and give this form to the person serving as a reference along with a stamped envelope addressed to the Office of Graduate Admissions, Box 2478, Huntsville, TX, 77341. Sign the waiver below if you want the recommender's comments to remain confidential.

Applicant's Name: \_\_\_\_\_  
Last
First
Middle

Recommender's Name: \_\_\_\_\_  
Last
First
Middle

I waive my rights to ever see this form and any supplementary notes or letters.	
_____	_____
Signature	Date

**Applicant: Do Not Write Below This Line**

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**To the recommender:** The person named above is applying for admission to the graduate program in Special Education at Sam Houston State University. We would appreciate having your appraisal of the applicant's qualifications for graduate work. Please respond on this form and attach an additional letter if desired. Thank you for your assistance.

1. How long have you known the applicant? \_\_\_\_\_
2. How well do you know the applicant? \_\_\_casually \_\_\_fairly well \_\_\_very well
3. In what capacity have you known the applicant? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Please rate the applicant on the characteristics shown below. Use the scale provided where 1=weak, 2=fair, 3=good, 4=strong, and NA=not applicable or can't judge. Indicate below to whom you are comparing the applicant.

\_\_\_undergraduates \_\_\_master's level students \_\_\_doctoral level students

a. Capacity for analytical thinking	1	2	3	4	NA
b. Dependability	1	2	3	4	NA
c. Motivation and enthusiasm	1	2	3	4	NA
d. Organizational ability	1	2	3	4	NA
e. Ability to work cooperatively	1	2	3	4	NA
f. Ability to handle stressful situations effectively	1	2	3	4	NA
g. Possesses integrity	1	2	3	4	NA
h. Written and oral communication	1	2	3	4	NA
i. Free from annoying mannerisms	1	2	3	4	NA

5. Do you have knowledge of the applicant ever behaving in an unethical or unprofessional manner?

\_\_\_\_\_Yes      \_\_\_\_\_No      If yes, please explain in #6 below.

6. Please write a few sentences on your estimate of the applicant's chances of successfully completing the program of study in Special Education and your opinion of his or her likely performance as a leader in the profession once the degree is completed. Statements about the candidate's **emotional maturity and stability, character and integrity, and interpersonal effectiveness** are particularly important for persons applying to our program.

7. If you alone were making the decision to accept this applicant as a graduate student, which of the following would best describe your decision?

- \_\_\_\_\_ Recruit - will be a truly outstanding student and professional
- \_\_\_\_\_ Definitely accept – will complete the degree at a superior level
- \_\_\_\_\_ Accept - will complete the degree at an adequate level
- \_\_\_\_\_ Accept - with reservations about ability or motivation
- \_\_\_\_\_ Accept - with reservation about potential as a special educator
- \_\_\_\_\_ Do not accept (please explain in #6 above)

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Office Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Thank you for your assistance.**