

PROFESSIONAL REFERENCE FORM

Note to Applicant: Deliver or send this form to a previous instructor, recent employer, or professional colleague who is able to evaluate your potential for graduate study in INDUSTRIAL TECHNOLOGY at the master's level.

Applicant _____
(Last Name) (First) (Middle)

Note to Evaluator:

The student named above is applying for graduate studies (Master of Science) in Industrial Technology at the University of Northern Iowa. The graduate faculty are interested in your appraisal of the applicant's qualifications as a graduate student and as a professional. It is our hope that this form will provide a convenient way in which you can give us your appraisal.

- 1. How long have you known the applicant? _____
- 2. How well do you know the applicant? Casually _____ Fairly Well _____ Very Well _____
- 3. In what relationship have you known the applicant? Student _____ Teacher _____ Friend _____ Other _____
- 4. What are the applicant's outstanding assets? If possible, please supplement your statement with specific evidence, illustrations, or examples. Note particular qualities which may make the applicant desirable as a graduate student.

5. What dimension of the applicant do you believe needs the greatest development?

- 6. If you were administering a graduate program, would you like to have the applicant as one of your own graduate students? (Check one)
- _____ Definitely, I believe the applicant is master's caliber.
- _____ Yes, I believe the applicant will be a very promising master's candidate.
- _____ Yes, the applicant should be able to complete a master's program.
- _____ I can't be sure that the applicant will be satisfactory.
- _____ No (comment optional) _____

- 7. If you were in educational administration or business/industrial management, would you like to have the applicant as one of your staff members? (Check one)
- _____ Definitely, I believe the applicant is an outstanding prospect.
- _____ Yes, I believe the applicant is a very promising prospect.
- _____ Yes, the applicant should be able to perform satisfactorily.
- _____ No (Comment optional) _____

(Over)

8. In what educational/business/industrial area is the applicant best suited to work? (Check as many as you think appropriate).

Junior High/Middle School
 Senior High
 Vocational/Technical College
 University

Industry/Business
 Industrial Training
 Industrial Supervision/Management
 Other: _____

9. Please rate the applicant on the scale below. What reference group are you using in these comparisons? _____

	Top 5%	Top 15%	Top 30%	Top 50%	Lower 50%	Unable to Judge
Integrity						
Cooperation						
Communication Skills: Oral						
Communication Skills: Written						
Responsibility						
Maturity						
Leadership						
Intelligence						
Motivation						
Subject Area Competence						
Teaching Competence						

10. The Graduate Program Committee would appreciate any additional statement you may wish to make concerning the applicant's capacity for graduate work in Industrial Technology

If you would like to add a supplementary letter, it will receive careful consideration.

Your name (printed or typed)

Title, Grade or Rank and Department

Institution/Business/Company

Address

Signature

Date

Send completed form to the Graduate Programs Coordinator, Department of Industrial Technology, University of Northern Iowa, Cedar Falls, Iowa 50614-0178. Thank you for your assistance.