

CONCORDIA COLLEGE™

PROFESSIONAL REFERENCE FORM

I am applying for admission to the Masters of Education World Language Instruction program through Concordia College, Moorhead, Minnesota and am requesting a reference from you. Please respond to each item and add your comments (optional). Place the completed form in an envelope, seal it and sign your name across the sealed flap. Please mail it back to me so I can add your reference* to my application packet. Thank you.

Applicant's name _____

Address _____

Do not include information that might indicate the individual's race, color, national origin, citizenship status, religion, creed, age disability, gender (unless by the individual's name it is obvious), sexual orientation, marital status, or status with regard to public assistance. In compliance with Section 504 of the Rehabilitation Act of 1973, we discourage you from referring directly or indirectly to an applicant's handicap.

*Please be advised that under the Minnesota Government Data Practices Act, all references are available to the applicant upon request.

| | Below Average | Average | Very Good | Outstanding | Don't Know |
|---|---------------|---------|-----------|-------------|------------|
| Interpersonal skills (interactions with people) | | | | | |
| Verbal and written communication (articulate and clear) | | | | | |
| Listening ability (attentiveness to others) | | | | | |
| Leadership ability (influence and motivate people) | | | | | |
| Organizational and time management skills | | | | | |
| Self-direction (able to work independently) | | | | | |
| Teaching skills | | | | | |
| Technological skills (equipment and computer literacy) | | | | | |
| Conceptual and analytical ability (critical thinking ability) | | | | | |
| Overall potential for graduate study | | | | | |

Comments:

COMPLETED BY: Name (print) _____

Title _____

Address _____

Phone/email _____

Signature _____

Date _____