

PROFESSIONAL RECOMMENDATION FORM
Lourdes University Department of Education
6832 Convent Blvd., Sylvania, OH 43560

(Please complete this form in ink)

To the Applicant: Please PRINT all the information in the top section (except signature).

_____ Last Name of Applicant _____ First _____ Middle _____

Name of Person Giving Reference: _____

Indicate Reference's Background: _____ Business Professional/Religious Leader
(May not use a relative.) _____ Teacher/School Principal/Professor/Academic Advisor
_____ Work Supervisor

The Family Educational Rights and Privacy Act entitles you to review this reference or to waive the right to access. Please indicate whether or not you wish to review this reference and sign below.

_____ I retain my right to review this letter of reference. _____ I waive my right to review this letter of reference.

Applicant's Signature: _____ Date: _____

To the Referee:

The above applicant has requested that you provide a reference for his/her application to the Department of Education at Lourdes University in Sylvania, Ohio. Please rate and comment on the applicant's abilities in those areas you rated as 5 (exceptional) or 1 (unacceptable). If you have no opinion or have not observed the behavior, please indicate that fact in the comments section.

5 Exceptional 4 Good 3 Satisfactory 2 Needs Improvement 1 Unacceptable

Professional Behaviors	5	4	3	2	1	Comments
Treats self and others with respect, justice and dignity.						
Values and respects the diversity and uniqueness of individuals						
Values a commitment to the teaching profession.						
Renders service to others with sensitivity and compassion.						
Uses personal gifts and talents to impact the world for the better.						
Values the importance of interpersonal relationships						
Values reflective, ethical and moral practices.						
Takes ownership for personal behaviors and is dependable.						
Values and embraces learning as a lifelong process.						
Communicates effectively using good oral and written skills.						

*Professional Behaviors are adapted from the Guiding Principles of the Lourdes University Department of Education.

I have known this teacher education candidate for at least one year. (How long?) _____

Reference Signature: _____ **Date:** _____

Telephone Number: _____ (include area code)