

M.A. Communications Program Applicant References

To the applicant:

Please provide this form to three references. If possible, these should include a former faculty member, a current work supervisor or colleague, and a spiritual mentor or pastor. You should give the recommender a stamped envelope addressed to the Director of Graduate Studies in Communication at the address at the end of this form. They should mail the completed recommendation directly to the University.

Applicant's Name:

Address:

City : State: Zip:

I waive my right to review this recommendation when completed and understand it will remain confidential.

I do not waive my right to review this recommendation.

Signature _____ Date _____

To the recommender:

Thank you for taking the time to provide a reference for a student applying to the Master of Arts in communication degree program at Spring Arbor University.

Our mission is to prepare credible, creative Christian professionals for a world where the mastery of communication skills and technologies is essential. We appreciate your thoughtful evaluation of the applicant's potential to achieve this goal as a communication scholar and practitioner.

Completing this reference form should take you between five and ten minutes. Thank you again for your time.

Name of applicant:

How long have you known the applicant?

In what capacities?

- Teacher
- Coworker
- Supervisor
- Friend
- Clergy
- Mentor
- Other _____

How well do you know the applicant? (Check one)

- By name/sight
- Casually—few personal contacts
- Fairly well—numerous personal contacts
- Very close relationship

Please evaluate the applicant's qualifications by checking the appropriate box. If you do not feel qualified to evaluate a particular aspect of the applicant's potential or character, please check NA

Professional potential

Creative Instinct—Openness to and origination of new ideas.

Weak Strong
NA 1 2 3 4 5

Communication—Ability to present thoughts orally with logic and clarity.

Weak Strong
NA 1 2 3 4 5

Communication—Ability to write succinctly and in a systematic form.

Weak Strong
NA 1 2 3 4 5

Initiative— Ability to work independently.

Weak Strong
NA 1 2 3 4 5

Leadership—Ability to organize and inspire others.

Weak Strong
NA 1 2 3 4 5

Cooperation— Ability to work with others.

Weak Strong
NA 1 2 3 4 5

Social Acceptance— Accepts and is accepted by others.

Weak Strong
NA 1 2 3 4 5

Spiritual Maturity— Ability to integrate spiritual values with life objectives.

Weak Strong
NA 1 2 3 4 5

Academic Potential —Ability to do graduate-level work.

Weak Strong
NA 1 2 3 4 5

Professional Potential— Potential to make a significant contribution to society.

Weak Strong
NA 1 2 3 4 5

Research—Curious about significant questions, and careful about quality of information.

Weak Strong
NA 1 2 3 4 5

Personal Character

Reliability—Dependable and responsible.

Weak Strong
NA 1 2 3 4 5

Maturity—Committed to personal growth, copes well with new and difficult situations.

Weak Strong
NA 1 2 3 4 5

Emotional Stability— Poised. Handles stress well.

Weak Strong
NA 1 2 3 4 5

Spiritual Commitment

Weak Strong
NA 1 2 3 4 5

Judgment— Ability to analyze a problem and choose thoughtful solutions.

Weak Strong
NA 1 2 3 4 5

Interpersonal Relationships— Cooperation and rapport with others.

Weak Strong
NA 1 2 3 4 5

Empathy— Alertness and sensitivity to the needs of others.

Weak Strong
NA 1 2 3 4 5

Personal Appearance— Neat and clean.

Weak Strong
NA 1 2 3 4 5

Work Habits— Possesses perseverance, resourcefulness, and initiative.

Weak Strong
NA 1 2 3 4 5

Integrity— Known for honesty and moral character.

Weak Strong
NA 1 2 3 4 5

What are the strengths and weaknesses of the applicant? Include information, which might be helpful in our evaluation. Include specific examples if you can. (Use back of form.)

Do you recommend this applicant for graduate work in communication at Spring Arbor University?

- Highly recommend
- Recommend
- Recommend with reservations
- Do not recommend

Your name: _____

Your title: _____

Your organization or affiliation: _____

Daytime phone number: _____

Signature _____ Date _____

Thank you for your interest in this applicant, and for your time in helping us evaluate their potential in our program.

Mail this reference to:

MCOM Recruiter, St. 4
Spring Arbor University
106 E. Main
Spring Arbor, MI 49283

If you have questions for additional information, please contact Dr. Metts at 517-750-6491 or wmetts@arbor.edu