

## Recommendation Form

TO THE APPLICANT: This form is to be given to professors or professionals who are able to comment on your qualifications for graduate study at Eastern Illinois University.

Under the Family Educational Rights and Privacy Act, university students have the right to inspect their files upon request. It is your option to waive your right to review this recommendation. If you waive your right to review your recommendation form, this evaluation will be considered confidential and will not be available for your inspection. Please mark the appropriate statement below, indicating your choice of option, and sign your name.

I **waive** \_\_\_\_\_ **do not waive** \_\_\_\_\_ my right to review this recommendation.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Name (PRINT) \_\_\_\_\_

Address \_\_\_\_\_

Area of Study (See below) \_\_\_\_\_

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TO THE EVALUATOR: The above named individual is applying for admission to the Master of Science in Technology program. Your candid opinion will be of great assistance to us in evaluating his/her application. Your comments will be confidential if the applicant has waived rights of review.

The graduate program in Technology prepares students to become successful leaders in today's technological and global environment. The program is designed to provide students with opportunities for developing advanced professional, technical, and personal competencies in the field of technology. It enables students to identify, develop, and implement quality strategies and practices in contemporary organizations. Additionally, students enhance their research and communication skills necessary for technological leadership. They also gain an appreciation of ethical and social implications of technology related to a global and technological society.

### **Areas of Study:**

#### Technology Management

Study is suitable for students who desire to be part of an effective management team in industrial related organizations. The program offers the ideal blend of technical knowledge and management principles needed for effective leadership.

#### Career and Technical Education

Study is designed for the excellence in learning and education in the areas of Business Education, Family and Consumer Science Education, or Technology Education.

#### Training and Development

Study is suitable for students who aspire to be a part of performance improvement teams in industry and business.

#### Computer Technology

Study provides students with knowledge and skills in current computer technology. Key areas include data communications and networking technology, advanced database technology, multimedia and web technology, management of computer technology, data acquisition, industrial system simulation, advanced computer integrated manufacturing, automatic identification, and other applications of computer technology.

To help the graduate admissions committee make an informed decision on the applicant's readiness for professional education in the field indicated, please answer the following questions:

1. How long and in what capacity have you known the applicant? \_\_\_\_\_  
\_\_\_\_\_

2. Please evaluate the applicant in each of the following areas:

	Poor	Below Average	Average	Above Average	Excellent	Unable to Evaluate
Capacity to complete the selected program	_____	_____	_____	_____	_____	_____
Knowledge of field	_____	_____	_____	_____	_____	_____
Integrity	_____	_____	_____	_____	_____	_____
Emotional maturity/stability	_____	_____	_____	_____	_____	_____
Creativity	_____	_____	_____	_____	_____	_____
Math skills	_____	_____	_____	_____	_____	_____
Oral communication skills	_____	_____	_____	_____	_____	_____
Written communication skills	_____	_____	_____	_____	_____	_____
Research experience/potential	_____	_____	_____	_____	_____	_____
Problem analysis ability	_____	_____	_____	_____	_____	_____
Interpersonal skills	_____	_____	_____	_____	_____	_____
Ability to accept constructive feedback	_____	_____	_____	_____	_____	_____
Openness to learning with capacity to change	_____	_____	_____	_____	_____	_____
Capacity for handling large work load	_____	_____	_____	_____	_____	_____
Promptness of work	_____	_____	_____	_____	_____	_____
Dependability and responsibility	_____	_____	_____	_____	_____	_____
Ability to work on a team	_____	_____	_____	_____	_____	_____
Ability to work independently	_____	_____	_____	_____	_____	_____
Leadership potential	_____	_____	_____	_____	_____	_____

We are also interested in your comments regarding this applicant's aptitude for graduate study and a career in the field indicated. Feel free to use this form or provide the information on a separate sheet of paper.

3. Please describe what you consider to be the applicant's general strengths.

4. Please describe areas in which the candidate would benefit from improvement.

Please indicate your overall recommendation for this applicant's admission by placing an "X" along the scale:

Not Recommended	Recommended with Reservations	Recommended	Recommended Highly

Please return the form to the School of Technology with your signature across the sealed flap of your envelope.

School of Technology Graduate Program                      Phone: 217.581.6267    Fax: 217.581.6607  
 Eastern Illinois University  
 600 Lincoln Avenue  
 Charleston, IL 61920

Name of Evaluator \_\_\_\_\_ Position/Title \_\_\_\_\_

Signature of Evaluator \_\_\_\_\_ Date \_\_\_\_\_

Agency \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_