Reference Checklist for Admission to EdD Program

Each applicant must provide four (4) references.

Name of applicant: ___________________________________________ Date:_______________________

The above applicant has applied for admission to the Lindenwood University Doctor of Education program. As a reference in support of this applicant, you are asked to evaluate the applicant on the qualities and characteristics below. Your responses will be used in the evaluation of this applicant’s potential as an EdD candidate.

NOTICE ON CONFIDENTIALITY: Applicants for admission do not have access to their application records. Under the provisions of the Family Educational Rights and Privacy Act of 1974, only registered (admitted) students and alumni have access to their educational records. This reference will be used solely for determining whether the applicant is admissible to the university. This reference will be removed from the accepted student's file and destroyed when the student has matriculated.

Please place an "X" in rating column appropriate to your assessment of the applicant.

<table>
<thead>
<tr>
<th>Qualities/Characteristics</th>
<th>Excellent/ Exceptional</th>
<th>Above Average</th>
<th>Below Average</th>
<th>No opportunity to Observe</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Attitude and Personality</strong>: Mannerisms, dispositions, ability to work with people, confidence, acceptance of criticism</td>
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<td>2. <strong>Reliability and Character</strong>: Dependability, willingness, honesty, moral character</td>
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<td>3. <strong>Professionalism</strong>: Displays conduct and qualities of educational leader in terms of honesty, integrity, accountability, and competency.</td>
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<td>4. <strong>Work Habits and Industry</strong>: Conscientiousness, follow-through, resourcefulness, self-discipline, initiative</td>
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<td>5. <strong>Emotional Awareness</strong>: Reaction to stress, poise, control, inspiring confidence</td>
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<td>6. <strong>Capacity for Independent Thinking</strong>: Leadership ability, creative thought, curiosity, active learning</td>
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<td>7. <strong>Judgment and Common Sense</strong>: Ability to foresight in everyday decisions, expression of opinion, maturity</td>
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<td>8. <strong>Communication Skills</strong>: Verbal, non-verbal, and written</td>
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</table>

I have known the applicant for_______________years and/or ________________ months.

Check all that are appropriate:

___ Student   ___ Employee   ___ Friend   ___ Volunteer   ___ Other
Has the applicant reviewed his/her academic record with you prior to your making this recommendation?

____ Yes  ____ No

Please use this space to give us your overall impression of the applicant.

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

What are the applicant's overall strengths?

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

In what area(s), if any, does the applicant need to improve?

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

My overall impression and support for this applicant's application (please circle):
UNACCEPTABLE  QUESTIONABLE  ACCEPTABLE  HIGH  VERY HIGH

______________________________   ___________________________________
NAME (Printed)                     SIGNATURE & TITLE

______________________________   ___________________________________
I currently have a doctoral degree: YES NO

______________________________   ___________________________________
ADDRESS      COMPANY NAME

______________________________   ___________________________________
CITY/STATE/ZIP      PHONE NUMBER

Please return this form directly to Shea Smith (ssmith@lindenwood.edu) Graduate Admissions.