
Reference Form
Doctor of Education in Educational Leadership
College of Education
University of Houston-Clear Lake

Name of Applicant

Last Name

First Name

Middle Name

To The Applicant: This form will be used in the admissions process and, therefore, must be included with your application materials. This form must be signed by the person providing the reference and submitted directly to the applicant. The applicant will upload the signed reference form into her/his application.

To The Evaluator: We solicit your candid appraisal of this applicant. However, you should be aware that the completed reference needs to be submitted to the applicant who will be able to review the information you provided.

In order to expedite processing of the many applications received by the program each year, we require applicants to enclose the Reference Forms as part of their application materials for admission. Please feel free to use another page if you need additional space.

We feel a deep sense of responsibility to the public and to the education profession to be reasonably certain that our students are academically well qualified, that they possess a reputation for truth and honesty, and that they have the commitment to successfully complete the rigorous program of doctoral study. Therefore, we rely, in part, on the information you give us in making the final admission decision.

Please know that we are exceedingly grateful for your assistance in evaluating this applicant.

How long have you known this applicant?

In what capacity?

Do you believe that the applicant has the necessary ability to complete a rigorous program of doctoral studies in Educational Leadership?

Decidedly

Probably

Doubtfully

No

What do you perceive as strengths in this individual? Focus on those variables you consider important to be successful in doctoral studies and as an educational leader (e. g., written and oral communication, analytical skills, independence of thought, initiative, leadership). Feel free to add additional pages, if necessary.

What do you perceive as weaknesses in this individual? Focus on those variables you consider important to be successful in doctoral studies and as an educational leader (e. g., written and oral communication, analytical skills, independence of thought, initiative, leadership). Feel free to add additional pages, if necessary.

Do you know of any special circumstances that should be considered in evaluating the likelihood of the applicant's success in doctoral studies?

Please evaluate the applicant in the following skills/traits/abilities by checking the appropriate responses.

	Exceptional (Top 5%)	Outstanding (6% - 10%)	Good (11% - 20%)	Average (21% - 50%)	Below Average (Below 50%)	Not Applicable
Analytical						
Writing						
Oral Communication						
Independence of Thought						
Judgement Ability						
Initiative						
Dependability						
Leadership						

Comments: Please use this space to comment on your additional perceptions of this applicant. Particularly helpful to the Admissions Subcommittee are observations on the applicant's leadership experience and leadership potential as well as the ability to understand difficult problems, use imaginative thinking in approaching problems, ability to reconcile diverse points of view, and apply common sense to the solution of problems. Additional comments are welcome, of course.

Name of Reference:

Title:

Organization/Institution:

Phone:

Email:

Signature of Reference:

Return directly to the applicant. The applicant will include the reference as a part of the program application.