UNIVERSITY OF NORTH TEXAS
DEPARTMENT OF LEARNING TECHNOLOGIES
REQUEST FOR REFERENCE

PLEASE RETURN THIS REQUEST FOR REFERENCE TO:

Attn: Alica Panning
Department of Learning Technologies
College of Information, Library Science, and Technologies/University of North Texas
3940 N Elm, G150
Denton, TX 76207
Alica.Panning@.unt.edu

PART I TO THE APPLICANT: Please complete the first part of the recommendation form. Give this form plus a stamped envelope to each reference if you want them to send the recommendation letters under separate cover. We prefer letters of recommendation to accompany your completed application packet. If you want your letters to accompany your packet, please ask your referee to seal the envelope and sign across the back flap.

APPLICANT INFORMATION:

First Name	M.I.	Last Name

is applying to the master's degree in the Department of Learning Technologies at the University of North Texas. This degree consists of courses in the application of technology to educational and training situations

_____ I do waive access to this letter under the Family Educational Rights and Privacy Act of 1974, or any other law, regulation, or policy.

_____ I do not waive access to this letter under the Family Educational Rights and Privacy Act of 1974, or any other law, regulation, or policy.

Applicant Signature	Date

PART II FOR THE RECOMMENDER: You may either, mail this form and letter directly to us, return the letter to the applicant in a sealed envelope with your signature across the back flap, or e-mail to alica.panning@unt.edu and follow up with the original by mail. This form is considered part of the student's application materials and is required before action can be taken on the applicant. Any information you provide is protected by the 1974 Family Education and Privacy Act.

_____
Recommender Name (please print)

_____
Recommender Title

_____   _____
Recommender Signature   Date

1. I have known the applicant for: ____ years   ____ months

2. I know the applicant: ____ not at all   ____ slightly   ____ fairly well   ____ very well

3. I have known the applicant (check all that apply):
____ As an undergraduate student   ____ As an advisee   ____ As a graduate student
____ As a teaching assistant   ____ Other

4. How many of your classes has the applicant taken: ____ none   ____ one   ____ two or more

5. Indicate the population with which the applicant is being compared in this rating:
____ Undergraduate students whom I have taught or known.
____ Graduate students whom I have taught or known.

6. Is the applicant's academic potential greater or less than that indicated by his/her grades? Please select where appropriate on the scale below:

Much Less	Somewhat Less	Equal	Somewhat Greater	Much Greater		No basis for Judgment

7. Compared to the population indicated in Item 5, rate this applicant on each characteristic:

Characteristic	Lower 50%	Upper 50%	Upper 25%	Upper 10%	Upper 5%	No basis for Judgment
Emotional maturity						
Ability to work with others						
Leadership skills						
Writing ability						
Speaking ability						
Independence & initiative						
Professional commitment						
Research potential						
Teaching potential						
Potential as a graduate student						

8. Please address in the area below (a) how well you know the applicant and in what capacity; and (b) how you would compare the applicant in intellectual ability, motivation, work habits and academic promise to other students/employees. Please comment on the candidate's strongest/weakest characteristics and any other information you consider relevant. If you prefer, you may attach a letter to this form.