

Graduate Admissions | Keene State College  
229 Main Street | Keene, NH 03435-2605  
Phone: 603-358-2497 | Fax: 603-358-2569  
gradstudies@keene.edu | keenestateinfo.com/gradstudies/

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**DIRECTIONS FOR APPLICANT**

1. Please complete the APPLICANT INFORMATION section below and submit it, along with page two of the recommendation form, to three different professional references. A professional reference may include college or university professors, employers or supervisors, and professional colleagues. Members of your family and friends are not considered to be professional references.
2. Letters of recommendation written for employment are not acceptable.

**APPLICANT INFORMATION**

Name of applicant \_\_\_\_\_

Street, city, state, zip \_\_\_\_\_

Date of birth or Social Security number \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Selected KSC program \_\_\_\_\_

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

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**DIRECTIONS FOR REFERENCE**

1. Please complete the REFERENCE INFORMATION section at the bottom of this page.
2. On page two of this form please rate the applicants Professional Dispositions and include comments.
3. Please submit an appraisal of the applicant's potential to be an effective graduate student and professional educator. Your appraisal may be included in a letter of recommendation or on a separate sheet of paper.
4. Return the completed recommendation form (two pages) and attached appraisal to:  
Keene State College, Graduate Admissions, 229 Main St., Keene, NH 03435-2605

How long have you known the applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

**REFERENCE INFORMATION**

Name of reference \_\_\_\_\_ Job title \_\_\_\_\_

Street, city, state, zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Reference signature \_\_\_\_\_ Date \_\_\_\_\_

Please evaluate the applicant's professional dispositions by circling the appropriate number using the scale below.

**Strongly Disagree 1 2 3 4 5 Strongly Agree NA – not applicable**

| Professional Dispositions  | Scale        | Comments – please elaborate |
|--|--------------|-----------------------------|
| The applicant exhibits clear and accurate communication skills (e.g., listening, writing, speaking). | 1 2 3 4 5 NA |                             |
| The applicant works cooperatively and collaboratively.   | 1 2 3 4 5 NA |                             |
| The applicant presents appropriate professional appearance and demeanor.                             | 1 2 3 4 5 NA |                             |
| The applicant exhibits enthusiasm and passion for students and teaching.                             | 1 2 3 4 5 NA |                             |
| The applicant is committed to lifelong learning and service to the community.                        | 1 2 3 4 5 NA |                             |
| The applicant demonstrates clear understanding of legal and moral obligations of the profession.     | 1 2 3 4 5 NA |                             |
| The applicant demonstrates understanding of and is open to diverse perspectives.                     | 1 2 3 4 5 NA |                             |
| The applicant demonstrates respect, empathy, and caring for others.                                  | 1 2 3 4 5 NA |                             |
| The applicant accepts responsibility for his or her own actions.                                     | 1 2 3 4 5 NA |                             |
| The applicant is present, punctual, and prepared.  | 1 2 3 4 5 NA |                             |
| The applicant demonstrates consistent integrity and honesty.   | 1 2 3 4 5 NA |                             |
| The applicant exhibits willingness to work diligently to achieve success.                            | 1 2 3 4 5 NA |                             |