



Faculty of Education

# Letter of Appraisal

**Applicants:** Send a link for the form to your referee by email and confirm for them your full name, date of birth, Memorial student number, and the full name of the program to which you are applying for admission.

**Referees:** Adobe Reader, minimum version 8, is required to complete this form. (download the latest version at <http://get.adobe.com/reader>). (1) Save the form by clicking on "File → Save As..." from the menu bar; (2) Ensure that you save the file in PDF format; (3) Specify where you would like to save the file (e.g. Desktop); (4) All referees should complete all fields in Sections 1, 2, 5 and 6. Complete either Section 3 or 4, as applicable. Refer to the email sent from the Office of the Registrar to the applicant for **Applicant Information** details. (5) Save the file again; (6) Attach the file in an email to [admiss.docs@mun.ca](mailto:admiss.docs@mun.ca). Use the following subject line: "Application Reference – Faculty of Education".

Section 1: Applicant Information					
MUN ID Number:	Applicant's Family Name:		Applicant's Given Name:		
Applicant's Requested Degree Program:					
Section 2: Referee Information					
Referee's Family Name:	Referee's Given Name:		Title/Position:		
Institution/Organization:					
Street 1:		Street 2:			
City:		Prov./State:			
Postal/Zip Code:		Country:			
Institutional/Organizational e-mail address:			Primary telephone no.:		
Section 3: Referee Report					
Complete this section for applicants to <i>Primary/Elementary, Intermediate/Secondary, and Music Education</i> programs only. <b>Academic referees:</b> Complete sections 3A and 3B. <b>Non-academic referees:</b> Complete sections 3A and 3C. Section 4 is not required for these programs.					
<b>A. ALL REFEREES</b>					
How long have you known the applicant?					
In what capacity?					
If applicable, which university course(s) have you taught the applicant?					
Please rank the applicant using the scale below and by using students from the last five years as a comparison group.					
<b>B. ACADEMIC REFERENCE</b>					
	Exceptional	High	Average	Low	Unable to comment
Verbal communication skills					
Written communication skills					
Organization of work					
Knowledge of subject area					
Proficiency with educational technology					
Time management skills					
Class attendance					
Class participation					
Listening skills					
Presentation skills					
<b>C. NON-ACADEMIC REFERENCE</b>					
	Exceptional	High	Average	Low	Unable to comment
Motivation work/study					
Leadership potential					
Capacity to work in stressful situations					
Ability to solve problems as part of a team					
Familiarity with information/communication technology					
Ability to work with school-aged children					
Creativity in problem-solving					
Ability to cope with change and innovation					
Interpersonal communication skills					
Sensitivity and compassion					

**Section 4: Letter of Reference**

Complete this section for applicants to *Post-Secondary Education, Adult Learning* and *Special Education* programs only.

Comment below on the applicant's strengths and overall potential for success in completing the program in question as well as your evaluation of their personal characteristics such as flexibility, creativity, and interest in teaching. For the *Bachelor of Special Education* degree program please comment on the applicant's suitability to work with exceptional children.

**Section 5: Recommendation**

I \_\_\_\_\_ this applicant for undergraduate admission to the \_\_\_\_\_ program.

**Section 6: Declaration, Signature and Submission of Form**

I certify that the information contained in this form is complete and correct to the best of my knowledge. I understand that the Faculty of Education will verify documents submitted in support of the application and that the submission of falsified documents is considered a serious offence.

I have read and agree with the above declaration.

Last Name:

First Name:

Date: