



**MASTER OF ARTS IN EDUCATION (MAE)**  
**PROFESSIONAL DISPOSITION FORM**

**THIS SECTION TO BE COMPLETED BY THE APPLICANT:**

**Optional:** The Family Educational Rights and Privacy Act (FERPA) of 1974 gives students (persons admitted and enrolled), the right to inspect letters of recommendation written in support of applications for admission. However, references often will give information more useful to the application process if their recommendations are confidential. If you think this is the case, you may waive that right by signing the waiver below. Such a waiver must be voluntary and cannot be a condition of admission, award, or employment.

I waive my rights to ever see this form and any supplementary note or letter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RECOMMENDER:**

If the above section is not signed, this sheet and any supplementary note or letter will be shown to the student any time he/she requests it. Please complete all sections below. A recommendation may also be requested via email through the online application, however only one submission per recommender is required. This completed form should be mailed directly to: Graduate Admission, Heidelberg University, 310 E. Market St., Tiffin, Ohio 44883, faxed to 419-448-2565, or emailed to [grad-studies@heidelberg.edu](mailto:grad-studies@heidelberg.edu).

**Name of Applicant:** \_\_\_\_\_

**Personal Information:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company/Institution: \_\_\_\_\_

Relationship to the applicant: \_\_\_\_\_

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

How well do you know the applicant:    Quite well    Fairly well    Not very well    Do not know him/her

**Contact Information:**

Email Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_      Work Phone: \_\_\_\_\_

**Applicant Assessment:** 1 = Unsatisfactory 2 = Basic 3 = Proficient 4 = Exemplary

<b>Knowledge of Skills and Attitudes</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Not Observed</b>
<b>1. Promotes Diversity</b> , as indicated by the following behaviors:						
A. Exhibits an understanding of factors that contribute to diversity such as race.						
B. Helps develop an understanding of individual complexity and appreciative of others.						
C. Listens to others' ideas in a respectful manner.						
D. Uses instructional strategies that provide opportunities for all students to be successful.						
<b>2. Engages in Collaborative Endeavors</b> , as indicated by the following behaviors:						
A. Promotes respectful relationships with families and other professionals.						
B. Models and encourages positive social interaction.						
C. Solicits professional feedback and/or suggestions from others						
D. Works effectively with others, shows emotional maturity and sensitivity.						
<b>Knowledge of Skills and Attitudes, Continued</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Not Observed</b>
<b>3. Thinks Critically</b> , as indicated by the following behaviors:						
A. Reflects on his/her practice to make informed decisions.						
B. Effectively analyzes, synthesizes and evaluates information.						
C. Makes professional decisions with a focus on student needs.						
<b>4. Maintains Professional and Ethical Standards</b> , as indicated by the following behaviors:						
A. Fulfills the ethical and professional responsibilities of an educator.						
B. Is aware of the impact of his/her own ethics, values and points of view on others.						
C. Behaves in a trustworthy and honest manner.						
D. Adheres to school policies and professional practices, responding in appropriate ways.						
<b>5. Values Life-Long Learning</b> , as indicated by the following behaviors:						
A. Reflects on and accurately evaluates his/her own performance						
B. Attends professional development meetings, participates in professional organizations, and read professional journals.						
C. Is receptive to professional feedback concerning work or behavior.						
D. Demonstrates interest and involvement in the school community.						

**Additional Comments:**

Please provide a description of the applicant's skills, strengths and weaknesses. The most important information you can provide about this applicant is information that is not reflected in the applicant's transcripts and test scores, i.e., work done outside of class and other characteristics you believe are related to success in graduate school. Attach additional pages if necessary.

**Recommendation:**

- Admit to Master of Arts in Education program.
- Admit with hesitation.
- Reject application. I feel his/her grades do not reflect his/her level of ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date