Dear Prospective Graduate Student,

Thank you for your interest in the Wilmington University Masters in Administration of Human Services Program. Admission to the degree program is a two step process. First, all admissions materials must be completed and on file in the Office of Admissions. Second, after receipt of these completed items, candidates for admission may be invited to campus for an interview based upon an evaluation of the documentation. Successful completion of these two steps results in admission to the University and the Masters in Administration of Human Services Program.

Once accepted into the program all candidates must attend an Administration of Human Services Orientation Day at the Wilson Graduate Center campus. The Orientation Day will provide students with an overview of the facilities and available research capabilities, a writing assessment center, an overview of the required APA writing style, orientation to the Blackboard technology and faculty introductions. Information concerning the Orientation Day will be provided upon acceptance to the program.

The following items are included to assist you with the application process:

- Program Brochure
- Application for Graduate Admission
- Two recommendation forms
- Financial Aid Information
- Application Instructions

Additionally, the following items must also be submitted:

- A copy of your current resume
- A statement of career goals (see instructions)
- **Official** academic transcript(s) with degree conferral indicated

Any questions that you have concerning the admissions process should be directed to Graduate Admissions: Kim Christensen (302)295-1120 or Lori Marvain (302)295-1127. Please feel welcome to contact us if you have any questions concerning the program.

Best wishes to you as you proceed through the admissions process.

Sincerely,

Dr. Adrienne Bey
Coordinator-Administration of Human Services
Assistant Professor
INSTRUCTION FOR COMPLETING THE APPLICATION FOR
MASTER OF SCIENCE ADMINISTRATION OF HUMAN SERVICES

These directions supersede any conflicting directions found on the graduate application.

1. The completed application and any subsequent correspondence must be mailed to:
   
   Wilmington University
   Office of Graduate Admissions
   31 Read’s Way
   New Castle, DE 19720

2. A non-refundable application fee of $35 must accompany the completed application. Your check or money order should be made payable to Wilmington University.

3. Have all OFFICIAL transcripts sent directly to the Admissions Office. Students who are graduates of Wilmington University must personally request transcripts themselves in writing.

4. Have your two recommendation sources send the completed form directly to the Admissions Office.

5. Include a copy of a current resume.

6. Statement of Goals – no less than one complete and no more than two typed pages: “Why do you want to pursue a degree in Master of Science in Administration of Human Services”.

7. Applicants are evaluated for admissions to the Master of Science in Administration of Human Services Program based on the following criteria:
   
a. Undergraduate Academic Record
b. Two references (Wilmington University graduates must provide one letter of reference from a full-time faculty member)
c. Statement of Goals
d. Interview (applicants will be considered for an interview only after all admission materials are received)
e. Applicant will not be cleared to enroll in classes until after the pre-admission interview is conducted.

8. All information is kept in strict confidence. Information requested on race and sex is gathered to enable Wilmington University to comply with its Equal Opportunity obligations and will not be used to discriminate against individuals.

9. Administration of Human Services faculty review all application materials and interview information to determine the candidate’s academic readiness as well as personal maturity factors and career goals.
### Monthly Modular Format

<table>
<thead>
<tr>
<th>Dates</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 6-7, 20-21</td>
<td>AHS 6600 – Survey of Human Services¹</td>
</tr>
<tr>
<td>October 4-5, 18-19</td>
<td>AHS 7610 – Structure and Dynamics of Relationships, Organizations, Communities &amp; Soc.</td>
</tr>
<tr>
<td>November 1-2, 15-16</td>
<td>AHS 6620 – Legal &amp; Ethical Issues in Human Service Administration¹</td>
</tr>
<tr>
<td>December 6-7, 13-14</td>
<td>AHS 7630 – Communication in Human Services</td>
</tr>
<tr>
<td>January 10-11, 24-25</td>
<td>AHS 6600 – Survey of Human Services¹</td>
</tr>
<tr>
<td>February 7-8, 21-22</td>
<td>AHS 7640 – Social Policy, Advocacy and Human Services</td>
</tr>
<tr>
<td>March 7-8, 21-22</td>
<td>AHS 6620 – Legal &amp; Ethical Issues in Human Service Administration¹</td>
</tr>
<tr>
<td>April 4-5, 18-19</td>
<td>AHS 7690 – Volunteer Management</td>
</tr>
<tr>
<td>May 2-3, 16-17</td>
<td>AHS 7625 – Administering Disability Services</td>
</tr>
<tr>
<td>June 6-7, 20-21</td>
<td>AHS 7670 – Alcohol and Other Drugs Program Management</td>
</tr>
<tr>
<td>July 11-12, 25-26</td>
<td>AHS 7680 – Administering Programs for Senior Adults</td>
</tr>
<tr>
<td>August 8-9, 22-23</td>
<td>AHS 7615 – Administering Faith-Based Human Services</td>
</tr>
</tbody>
</table>
### BLOCK FORMAT

#### FALL 2008

| Block I - Tuesdays (September/October) | AHS 6610 – Administration of Human Services |
| Block I – Wednesdays (September/October) | AHS 6640 – Contemporary Issues in the Administration of Human Services |
| Block II – Tuesdays (November/December) | AHS 6630 – Research, Design & Evaluation of Programs in Human Services |
| Block II – Wednesdays (November/December) | AHS 7660 – Grant Management and Fundraising in the Human Service Environment |

#### SPRING 2009

| Block I - Tuesdays (January/February) | AHS 6610 – Administration of Human Services |
| Block I - Wednesdays (January/February) | AHS 6640 – Contemporary Issues in the Administration of Human Services |
| Block II - Tuesdays (March/April) | AHS 6630 – Research, Design & Evaluation of Programs in Human Services |
| Block II - Wednesdays (March/April) | AHS 7620 – Technology and Information Management in Human Services |

#### SUMMER 2009

| Block I - Tuesdays (May/June) | AHS 7660 – Grant Management and Fundraising in the Human Service Environment |
| Block II – Wednesdays (July/August) | AHS 7650 – Managing Children and Family Services |

### FULL SEMESTER COURSES

#### FALL 2008, SPRING 2009, and SUMMER 2009

| AHS 8100 - Thursdays | Guided Practicum |
| AHS 8200 - Thursdays | Capstone Project |
| AHS 8110 – Thursdays | Guided Practicum – Part II |
| AHS 7635 – Thursdays (Spring Semester Only) | Field Work in Community Asset Building |

* Please note that this is a preview schedule. The official course offerings for each semester will be published in the Registration Book.

* Required Core Courses
WILMINGTON UNIVERSITY

APPLICATION FOR GRADUATE ADMISSION

Wilmington University is fully accredited by the Middle States Association of Colleges and Secondary Schools. Wilmington University admits students of any race, creed, and national or ethnic origin. Return this application with a check made payable to Wilmington University for the non-refundable application fee of $35.00. Information for all sites concerning campus security programs, recommended personal safety practices, the authority of college Public Safety Officers, campus disciplinary procedures, and campus crime statistics for the most recent three year period can be found online at www.wilmu.edu/security or may be requested from the Wilmington University Office of Public Safety at (302) 356-6921.

ADMISSIONS INFORMATION

Today’s Date:

Expected Entrance Term:  □ Fall I  □ Fall II  □ Spring I  □ Spring II  □ Summer I  □ Summer II

Expected Entrance Year:  □ 2008  □ 2009  □ 2010

Social Security Number:

Name:  (First)  (Middle)  (Last/Family)

Address:  Number and Street  Apartment No.

City:   State:   Zip Code:

Home Telephone 1: (   )  Cell Telephone 2: (   )  Email Address:

Have you ever been convicted of a felony?  □ Yes  □ No

If yes, please attach a description outlining the type of offense, the circumstances of the offense, and the date you were convicted.

SELECT ONE PROGRAM OF STUDY:

□ Non-Degree

ONLINE DEGREE PROGRAMS

□ Administration of Justice
□ Business Administration (MBA)
□ Information Systems Technologies

DIVISION OF BEHAVIORAL SCIENCE

MASTER OF SCIENCE

□ Administration of Human Services
□ Administration of Justice
□ Administration of Justice: Leadership & Administration
□ Administration of Justice: Criminal Behavior
□ Administration of Justice: Homeland Security
□ Community Counseling

POST-MASTER CERTIFICATES

□ Child and Family Counseling
□ Homeland Security
□ Mental Health Counseling

DIVISION OF BUSINESS

MASTER OF BUSINESS ADMINISTRATION

□ MBA
□ MBA: Finance
□ MBA: Health Care Administration
□ MBA: Homeland Security
□ MBA: Management Information Systems
□ MBA: Marketing Management
□ MBA: Transportation & Business Logistics

MASTER OF SCIENCE

□ Management
□ Management: Health Care Administration
□ Management: Homeland Security
□ Management: Human Resource Management
□ Management: Public Administration
□ Management: Transportation & Business Logistics
□ Organizational Leadership

DOCTOR OF BUSINESS ADMINISTRATION

□ Business Administration

CERTIFICATE OF ADVANCED STUDY

□ Finance
□ Management Information Systems

DIVISION OF EDUCATION

MASTER OF ARTS IN TEACHING

□ Secondary Teaching: Grades 7-12
□ Secondary Teaching: Grades 7-12 (Non-Certified)
□ Pre-Secondary Teaching: Grades 7-12

MASTER OF EDUCATION

□ Applied Technology in Education
□ Career & Technical Education
□ Elementary Education: Grades K-6
□ Elementary Studies (Non-Certified)
□ Elementary Special Education
□ Elementary Special Education (Non-Certified)
□ Elementary Special Education (Administrative)
□ ESOL Literacy
□ Instruction: Gifted & Talented
□ Instruction: Teaching & Learning
□ Reading
□ School Counseling (Elementary & Secondary)
□ School Counseling (Non-Certified)
□ School Leadership
□ Course of Study in Education

CERTIFICATE OF ADVANCED STUDY

□ Applied Technology in Education
□ Economics for Educators
□ Gifted & Talented Education
□ Reading

DOCTOR OF EDUCATION

EDUCATIONAL INNOVATION AND LEADERSHIP

□ Educational Leadership (P-12)
□ Organizational Leadership

DIVISION OF INFORMATION TECHNOLOGY AND ADVANCED COMMUNICATIONS

MASTER OF SCIENCE

□ Information Systems Technologies
□ Information Assurance
□ Internet & Web Page Design
□ Management & Management Information Systems

DIVISION OF NURSING

RN License #________________ exp. ______

MASTER OF SCIENCE IN NURSING

□ Adult/Gerontology Nurse Practitioner
□ Family Nurse Practitioner
□ Nursing Leadership
□ Nursing Leadership: Educator Track
□ Nursing Leadership: Executive Practice Track
□ Nursing Leadership: Legal Nurse Consultant

POST-MASTER CERTIFICATE

□ Adult Nurse Practitioner
□ Family Nurse Practitioner
□ Gerontology Nurse Practitioner
□ Legal Nurse Consultant
□ Nursing Educator
□ Nursing Executive

DUAL DEGREE MSN

□ Leadership: MSN & MS in Management in Health Care Administration
□ Leadership: MSN & MBA in Health Care Management
□ Leadership: MSN & MS in Organizational Leadership
Admissions Information (continued)

Initial Status: ☐ New Student  ☐ Transfer  ☐ Return After One Year  ☐ Re-Entry (Graduated Once)
☐ Continuing Education

Enrollment Type: ☐ Full-Time  ☐ Part-Time

Previously Applied: ☐ Yes  ☐ No
Previously Attended: ☐ Yes  ☐ No

Access Campus: ☐ New Castle (Wilson Graduate Center)  ☐ Dover  ☐ Dover Air Force Base  ☐ Georgetown

Attendance Type: ☐ Day  ☐ Evening  ☐ Day and Evening  ☐ Other:

Demographics (please complete the following)

Date of Birth (mo/day/yr): _____________________

Gender: ☐ Male  ☐ Female  Marital Status: ☐ Single  ☐ Married  Veteran Status: ☐ Yes  ☐ No

Employment Status: ☐ Full-Time  ☐ Part-Time  ☐ Self-Employed  ☐ Unemployed  ☐ Other:

Ethnicity (optional): ☐ Hispanic  ☐ Nonresident Alien  ☐ Hispanics of any race
For Non-Hispanics Only: ☐ American Indian or Alaskan Native  ☐ Asian  ☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander  ☐ White  ☐ Two or more races

Are you a citizen of the United States? ☐ Yes  ☐ No
If No, complete the information below.

Residency Status: ☐ Permanent Resident (submit copy)  ☐ Green Card Holder (submit copy)

All International Students must comply with the Bureau of Citizenship and Immigration Services regulations. Please contact the International Student Contact at the Wilson Graduate Center for a complete listing of all materials required for International Student Admissions.

Country of Citizenship: _____________________  Country of Birth: _____________________

Overseas Address: ____________________________________________________________________________

Will you require an F-1 visa to study at Wilmington University? ☐ Yes  ☐ No

Are you transferring from another college in the United States? ☐ Yes  ☐ No

What type of visa do you have?
☐ F-1 (Student in Academic Program)  ☐ H-4 (Spouse or Child of H-1)  ☐ R-1 (Religious Worker)
☐ F-2 (Spouse or Child of F-1)  ☐ A-1 (Ambassador Diplomat or Immediate Family)  ☐ R-2 (Spouse or Child of R-1)
☐ J-1 (Exchange Student)  ☐ A-2 (Foreign Government Official or Immediate Family)  ☐ Other___________ (specify type)
☐ H-1 (Temporary Worker)  ☐ B-2 (Business Visitor)

Previous Academic Information

List all colleges/universities previously attended. List undergraduate experience first, then graduate. Please list professional schools and certifications last. Please have official transcripts from all institutions listed below forwarded directly from the school to Wilmington University.

<table>
<thead>
<tr>
<th>Institution</th>
<th>City/State</th>
<th>Dates Attended</th>
<th>Credits Earned</th>
<th>Degree Earned</th>
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</tbody>
</table>

Academic Awards:

Do you plan to apply for Financial Aid? ☐ Yes  ☐ No

If yes, contact Student Financial Services at (302) 356-4636 for Financial Aid support and planning.
CONTACT AND EMPLOYER INFORMATION

Emergency Contact Person:                              Phone Number: (                     )

1. (Current Employer)                                      
Company Name                                      Telephone  Address
Position Held: From:  To:                          
Description of Duties:                  

2.                                  
Company Name                                      Telephone  Address
Position Held: From:  To:                          
Description of Duties:                  

3.                                  
Company Name                                      Telephone  Address
Position Held: From:  To:                          
Description of Duties:                  

ACADEMIC & PROFESSIONAL REFERENCES

Name:                                    Position Held:                        
Street Address:                                             City/ State:  Zip Code:  

Name:                                    Position Held:                        
Street Address:                                             City/ State:  Zip Code:  

Name:                                    Position Held:                        
Street Address:                                             City/ State:  Zip Code:  

STATEMENT OF GOALS & OBJECTIVES

Applicants for the Doctor of Business Administration, Doctor of Education, M.S. in Community Counseling, M.S. in Administration of Justice, M.S. in Human Services, and M.S. in Organizational Leadership programs should refer to the program specific application packet for a preformatted form and follow the instructions provided.

All other graduate applicants: Why have you decided to enter the Graduate Program at this time?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
**New Graduate Student Survey**

*Wilmington University wants to help you achieve your educational goals. Your answers to this survey will assist us in understanding our students and their needs and will be kept confidential.*

**What is the highest level of education attained by your mother and/or father?**
- [ ] High School Diploma/GED
- [ ] Bachelor's Degree
- [ ] Doctorate Degree
- [ ] Some College
- [ ] Master's Degree
- [ ] Not Applicable

**How many hours per week do you plan to work while attending Wilmington University?**
- [ ] None
- [ ] 1-10
- [ ] 11-20
- [ ] 21-30
- [ ] 31-40
- [ ] 41 or more

**How do you plan on funding your education at Wilmington University?** (Check all that apply.)
- Parents/family
- Employment
- Employer tuition remission
- Personal Savings
- Scholarships
- Spouse's Income
- Student Loans (Perkins, Federal Direct, etc.)
- Social Security Benefits
- Other Loans
- Veteran's Benefits

**Which of the following factors influenced your decision to apply to Wilmington University?** (Check all that apply.)
- Academic reputation of the University
- Cost
- Availability of my major
- Availability of financial aid
- Location
- Advice of parents or relatives
- Size
- Advice of high school counselors or teachers
- Open admissions
- Contact with University representatives
- Advice of someone who attends (or attended) the University

*Thank you for taking the time to complete this survey.*
**Admission Checklist**

1. Complete the Wilmington University Application for Graduate Admission, including statement of goals, and submit it with the required, non-refundable $35.00 application fee.

2. Have official transcripts from all previously attended institutions of higher education sent directly from the previous institutions to the Graduate Admissions Office at Wilmington University’s Wilson Graduate Center.

3. Applicants for the Doctor of Business Administration, Doctor of Education, M.S. in Community Counseling, M.S. in Administration of Justice, M.S. in Human Services, M.S. in Organizational Leadership, and M.S. in Nursing programs must submit recommendations before consideration for admission.

4. Interview or attend a Program Planning Conference with a Graduate Admissions Associate or Faculty Coordinator.

5. Complete a writing sample, as defined by the appropriate academic department.

6. Send application materials to:

   **Wilmington University**
   Office of Graduate Admissions
   31 Read’s Way
   New Castle, DE 19720
   (302) 356-INFO (4636)

---

I understand that in the course of my association with Wilmington University, I will be given the opportunity to participate in many college activities, including practicum, internships, field trips and special events. I hereby agree to assume all risks of injury, loss or damage to my person or property, while engaged in the aforementioned activities or in going to or returning from same.

I understand that Wilmington University has the authority to withdraw my privilege of admission, enrollment, and/or graduation for academic, disciplinary, legal or other reasons deemed sufficient.

I understand that inappropriate, harmful, and/or illegal activity is not permitted on the premises of Wilmington University. I give Wilmington University permission to define such behavior. Such behavior will be addressed at the discretion of Wilmington University and, if deemed necessary, be reported to legal authorities, employers, and/or professional organizations. I understand that this type of behavior may result in immediate expulsion.

In accordance with the Family Educational Rights and Privacy Act, students have the following rights: 1) Right to inspect and review student’s record; 2) Right to seek amendments to record; 3) Right to consent to disclosure; and 4) Right to file a complaint. These four rights are fully defined in the University catalog and/or on the University website.

Wilmington University is authorized to disclose student information without consent when information is designated as “Directory Information” in the following situations: to school officials with legitimate educational interest; to an alleged victim of a crime of violence; to officials of another institution where students seek to enroll; when Comptroller General of the United States, Secretary of Education, and/or state or local educational authorities requests student information; in connection with financial aid for which student has applied; to accrediting agencies; to comply with judicial order or subpoena; and in connection with a health or safety emergency. For a complete list of the items that are considered “Directory Information” please consult the University catalog or the University website.

We, the signatories to this application, understand the financial obligations associated with the admission to and enrollment in Wilmington University and assume responsibility for full payment of all fees. We understand the University’s withdrawal and refunds policy.

I have enclosed the required non-refundable admission fee of $35.00.

I agree and authorize Wilmington University to publish, for public relations purposes, any photograph(s) in which I appear.

I agree that all of the information provided above has been answered fully and correctly. Omission or falsification of information may be grounds for dismissal.

Date

---

Applicant’s Signature

Parent/Guardian Signature (if applicant is a minor)

For additional information you may use the University’s Toll-Free number, 1-877-967-5464 or visit the website at www.wilmu.edu

08/08
PART A: To be completed by applicant (Please print or type)

NAME: __________________________________________

LAST FIRST MIDDLE INITIAL

SSN: ____________________________ (optional)

GRADUATE PROGRAM: ____________________________ DEGREE: ____________________________

INSTRUCTIONAL SITE: __Wilson Graduate Center __Dover Air Force Base

__Dover __Georgetown

__New Castle

I understand my right under the U.S. Family Education Rights and Privacy Act of 1974 to review confidential appraisals placed in my file that are submitted with reference to admissions to a graduate or other school.

I do □ do not □ waive my right to review this recommendation.

____________________________________________        ______________________________
SIGNATURE OF APPLICANT                      DATE

PART B: To be completed by the evaluator

<table>
<thead>
<tr>
<th></th>
<th>Below Average</th>
<th>Average Middle</th>
<th>Above Average</th>
<th>Outstanding Next 10%</th>
<th>Truly Exceptional Top 5%</th>
<th>Not Observed</th>
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</thead>
<tbody>
<tr>
<td>Written Communication</td>
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<td>Maturity and Emotional Stability</td>
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</table>

Based on your assessment, indicate the strength of your overall endorsement by placing an “x” along the scale.

Not Recommended   Recommended with Some Reservation   Recommended   Highly Recommended
STATEMENT: Please Complete on the applicant’s aptitudes

I. What do you consider to be the applicant’s strengths?

II. Comment on any areas that need further development.

____________________________________     ____________________________________
SIGNATURE         DATE

____________________________________________________________________________________________________________
NAME AND POSITION (Please Print or Type)

____________________________________________________________________________________________________________
INSTITUTION
PART A: To be completed by applicant (Please print or type)

NAME: ____________________________________________

LAST FIRST MIDDLE INITIAL

SSN: ____________________________________________ (optional)

GRADUATE PROGRAM: ____________________________ DEGREE: ____________________________

INSTRUCTIONAL SITE: ___Wilson Graduate Center ___Dover Air Force Base
___Dover ___Georgetown
___New Castle

I understand my right under the U.S. Family Education Rights and Privacy Act of 1974 to review confidential appraisals placed in my file that are submitted with reference to admissions to a graduate or other school.

I do □ do not □ waive my right to review this recommendation.

______________________________________       __________________________
SIGNATURE OF APPLICANT                      DATE

PART B: To be completed by the evaluator

<table>
<thead>
<tr>
<th>Skill</th>
<th>Below Average</th>
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Based on your assessment, indicate the strength of your overall endorsement by placing an “x” along the scale.

□ □ □ □

Not Recommended  Recommended with Some Reservation  Recommended  Highly Recommended

(Please Complete Page 2)
STATEMENT: Please Complete on the applicant’s aptitudes

I. What do you consider to be the applicant’s strengths?

II. Comment on any areas that need further development.

____________________________________     ____________________________________
SIGNATURE         DATE

____________________________________________________________________________________________________________
NAME AND POSITION (Please Print or Type)

____________________________________________________________________________________________________________
INSTITUTION