



WESTERN  
ILLINOIS  
UNIVERSITY  
*Quad Cities*

**This form, along with a written letter of recommendation, should be mailed to:**

Western Illinois University – Quad Cities  
Department of Counselor Education  
3300 River Drive  
Room 2427  
Moline, IL 61265-5881

**RECOMMENDATION FORM FOR  
APPLICATION TO THE DEPARTMENT  
OF COUNSELOR EDUCATION  
WESTERN ILLINOIS UNIVERSITY**

**RE:** \_\_\_\_\_  
(Applicant's Name – Please Print)

NOTICE: Public Law 93-380, the Family Education Rights and Privacy Act of 1974 grants all students the right to inspect and review all of their official educational records. This right extends to letters of recommendation written on/after January 1, 1975, except that a student may waive his/her right to inspect and review letters of recommendation by signing a waiver.

WAIVER FORM: I, \_\_\_\_\_ the undersigned, hereby waive any right or privilege provided by Public Law 93-380 to inspect or challenge the content and comments expressed in this letter of recommendation. I expect that the observations made shall remain confidential between the writer and the person, agency or organization to whom any credential may be addressed.

Date: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

**PLEASE NOTE THAT IF AN APPLICANT SIGNS ON THE ABOVE WAIVER LINE, HE OR SHE IS WAIVING THE RIGHT TO SEE THE COMPLETED REFERENCE FORM AND IT MUST COME TO THE DEPARTMENT DIRECTLY FROM THE PERSON DOING THE RECOMMENDATION – NOT THE PERSON APPLYING TO THE DEPARTMENT OF COUNSELOR EDUCATION.**

I give permission for this recommendation to be used as part of an application for the Department of Counselor Education's academic programs.

Applicant Please Sign: \_\_\_\_\_

I give permission for this recommendation to be used as a part of an application for a **Graduate Assistantship** in addition to the Department of Counselor Education's academic programs.

Applicant Please Initial: Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Person Providing Recommendation: \_\_\_\_\_  
Please Print

Name of Applicant: \_\_\_\_\_ --

To Whom It May Concern: This person has applied for admission to the Department of Counselor Education at WIU. We are concerned about the personal characteristics of the applicant because of the impact of these qualities on the educational process of all students and on the counseling process. We would appreciate your honest appraisal about the applicant's appropriateness to enter a counseling program.

	Top 10% Outstanding	Next 20% Above Average	Middle 40% Average	Bottom 30% Below Average Needs Development	Unable to Judge
Written expression of ideas					
Oral expression of ideas					
Responsibility					
Ability to work collaboratively with others					
Soundness of judgment					
Initiative					
Emotional stability					
Flexibility					
Ability to work with people of diverse cultures					
Ability to receive constructive criticism					
Ability to respect differences					
Ability to listen and empathize					

From your perspective, please rate the applicant's potential as a future counseling professional:

\_\_\_\_\_ superior      \_\_\_\_\_ above average      \_\_\_\_\_ average      \_\_\_\_\_ below average/not recommended

Please identify how long you have known the applicant: \_\_\_\_\_ Year(s), \_\_\_\_\_ Month(s)

Please identify the capacity in which you know the applicant (must qualify as one of the options listed):

- \_\_\_\_\_ current/former professor
- \_\_\_\_\_ current/recent direct supervisor

Recommendation Name: \_\_\_\_\_

Present Position: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please include a professional letter of recommendation in addition to this form** summarizing your appraisal of the applicant's potential to be an *effective counselor* **and** if indicated, an *effective graduate assistant* (including your perception of the applicant's work ethic, skills and abilities, and a rating of their potential to be a successful Graduate Assistant [superior-above average-average-below average/not recommended]).

NOTE: References must be from professionals familiar with the applicants academic and work capabilities (current/former professors and/or current/recent direct supervisors). References from others, including family, friends, clergy, and co-workers, will not be accepted.