



Fontbonne
UNIVERSITY

Graduate Education Program

REQUEST FOR LETTER OF RECOMMENDATION

The individual who handed/sent you this is requesting that you make a written recommendation in support of their being admitted to the Graduate Education Program at Fontbonne University. If you accept this responsibility, please make an effort to have your comments to us as soon as possible.

We hope to learn more about the applicant from your perspective.

1. Clearly describe your relationship with the individual you are recommending (ie., administrator, supervisor, faculty member who taught or advised the applicant, co-worker, etc.). Please include information on the length of your relationship with the individual and in what capacity.
2. From your knowledge is the applicant well suited to be a teacher? What experiences with him or her have led you toward this evaluation?
3. What are the strengths that you see in this person in relationship to the challenges of teaching?
4. What are any weaknesses that you see in this person in relationship to the challenges of teaching?
5. In your judgment, does this individual have the aptitude for graduate-level study in professional education.

Your candid comments regarding the applicant are important to the admission process. We appreciated your honest appraisal, keeping in mind that this individual is applying for a program that will lead to Missouri State Teacher Certification and/or a Master of Arts in Education.

Please type your recommendation on professional or organizational letterhead if applicable and sign your recommendation. Please include your phone number or e-mail address where we might contact you for additional information.

Mail your letter of recommendation to:
Fontbonne University
Director of Graduate Education Program
6800 Wydown Boulevard
St. Louis, MO 63105-3098

Or fax your letter of recommendation to:
Fontbonne University
Director of Graduate Education Program
James R. Muskopf, Ed. D.
314-719-8002

If you prefer that your recommendation not be made available for the applicant to review, please indicate that in your letter. All applicants are routinely asked to waive the right to review such letter, but individuals may choose not to waive that right in the admission process.