Email recommendation form to: mitzi@ou.edu

To be completed by Recommender. Your recommendation needs to address ALL of the areas below. Please follow the format below in preparing your recommendation.

Applicant’s Name: ________________________________________________________________

1. How long have you known this student and in what context?

2. In 50 words or less describe the strengths of this student.

3. List the course(s) in which you have taught this student? (If applicable)

4. Please rate this student using the following criteria: (circle one)
   Exceptional  Exceeds Expectations  Met Expectations  Below Expectations

5. Describe the student in relation to each of the following characteristics:
   a. Initiative:
   b. Motivation:
   c. Leadership:
   d. Written expression (quality of writing):
   e. Disciplined work habits:
   f. Intellectual ability (promise):
   g. Self-confidence:
   h. Potential to contribute to the educational enterprise in the future:
   i. Class participation (if applicable):

6. Overall recommendation (Check one):
   _____ I recommend the applicant without reservation. (Additional comments)
   _____ I recommend the applicant with reservations (Please list)

Recommender’s Name: __________________________________________________________
Signature: _____________________________________________________________________ Date: ______________
Institution/Organization Name: __________________________________________________
Title: _______________________________________________________________________
Email address: _________________________________________________________________
Phone number: __________________________ Office _____________________________ Mobile

For more information about the International Adult and Continuing Education Hall of Fame’s James P. Pappas Scholarship visit http://www.halloffame.outreach.ou.edu or send email to mitzi@ou.edu (Mitzi McCraw) or nbarbee@ou.ed (Nina Barbee) or call (405) 325-6494 or 1-800-325-6494.