

Master of Occupational Therapy
Eastern Michigan University

ACADEMIC REFERENCE LETTER GUIDELINES

APPLICANT – PRINT YOUR NAME HERE:

The applicant indicated above is requesting a reference letter to support his/her application to the occupational therapy graduate program at Eastern Michigan University. The graduate program in occupational therapy particularly seeks individuals who have the capability to engage in critical thinking and scholarly work, as well as to provide leadership in the profession. We appreciate your assistance in evaluating this applicant on these characteristics, as well as others listed.

PROVIDER OF REFERENCE – PLEASE READ:

In accordance with the Family Education Rights and Privacy Act of 1974, a student may request and be granted the right to review his or her reference OR the student may waive this right.

If the student applicant has waived the right to review this reference by **signing** the statement below, he/she may **not see** this reference. Please seal it in an envelope with your signature over the seal before you give it to the student applicant.

If the student **has not signed** the statement below, you may allow the student to see the reference.

STUDENT APPLICANT – PLEASE READ:

If you sign the statement below, you **may not see** the completed reference; it must be sealed by the person who completed it and returned to you in a sealed envelope with his/her signature over the seal.

I hereby waive my right to see this reference form once it is completed.

Signature of Applicant

Date

PROVIDER OF REFERENCE:

In what capacity have you known the applicant? _____

How long? _____

IMPORTANT: This page must be included with the applicant's letter of reference. Thank you!

ACADEMIC REFERENCE CRITERIA

Please address the criteria listed below when discussing the applicant's capacity for leadership, scholarly work and critical thinking. We will use this reference as a means of assessing the individual's potential for graduate study.

Communication – Makes clear, concise and coherent oral presentation of facts or ideas; actively listens to classmates and instructor; engages appropriately in class discussions.

Motivation and Persistence– Demonstrates initiative; seeks support when needed; appears motivated to be successful; evidence that work is important to personal satisfaction; seeks and utilizes feedback.

Problem Identification and Decision Making – Recognizes problems; reaches logical conclusions and makes sound decisions based on available information

Professional and Ethical Behavior – Turns in work on time; attends class regularly; effectively interacts with people from different backgrounds and with differing viewpoints; behaves in a professional, ethical manner.

In summary, please comment on the applicant's overall potential for graduate study.

Please note: The Academic Reference must be on Department or University letterhead. Contact information including credentials, email address and phone number is required.