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
**Academic Reference for EMU OT Program**

**NAME OF APPLICANT:**

**EVALUATED BY:**

( signature )

**Please print name:**

**Address:**

**Place of Employment:**

**Email:**

**Phone Number:**

In what capacity have you known the applicant?

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How long have you known the applicant?

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<th>Criteria</th>
<th>Poor: Student Rarely</th>
<th>Fair: Student Occasionally</th>
<th>Average: Student Sometimes</th>
<th>Good: Student Most Oftens</th>
<th>Excellent: Student Always</th>
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**Communication**

Makes clear, concise and coherent oral presentation of facts or ideas

Actively listens to classmates and instructor

Engages appropriately in class discussions

Comments:

**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

Comments:
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**Problem Identification and Decision Making**

- Recognizes problems
- Reaches logical conclusions and makes sound decisions based on available information

**Comments:**

**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

**Comments:**