

University of Minnesota
Program of Mortuary Science

Recommendation Form – Due by March 15th

TO THE APPLICANT

Federal law requires this form be available for inspection by the applicant unless s/he has waived their right to inspection. Applicants are required to check one of the lines below, as a means of indicating their wish to access this recommendation:

_____ I waive my right of access to this evaluation.
_____ I do not waive my right of access to this evaluation.

I understand that the information contained in this evaluation will be held in confidence both from me and the public to the extent permitted by law:

Name of Applicant _____
Signature of Applicant _____
Date _____

TO THE RECOMMENDER

The individual above is applying for admission to the Program of Mortuary Science at the University of Minnesota. The applicant has selected you as someone who can provide us with information on their qualities, character, academic potential, and future promise as a funeral director. The Admissions Committee would appreciate your frank opinion of the applicant. Please enclose this form with your letter of recommendation, sign across the envelope seal, and either return the envelope to the applicant, OR mail it to the Admissions Committee at the following address:

University of Minnesota
Program of Mortuary Science
Attn: Admissions Committee
MMC 740, 420 Delaware Street SE
Minneapolis, MN 55455

If you prefer, you may also fax a copy of this form and your letter of recommendation to the attention of the Admissions Committee at (612) 626-4163.

If you have any questions, please contact the Program Director, Michael LuBrant, at (612) 624-3980, or e-mail mpl@umn.edu.

Part 1: Recommender Information

Name of Recommender _____
Signature of Recommender _____
Position or Occupation _____

Institution, Business, or Organization _____

Recommender's Contact Information:

1. Street Address _____
2. City _____
3. State _____
4. Zip / Postal Code _____
5. Country _____
6. Telephone Number _____
7. E-mail Address _____

In what capacity have you, as recommender, been associated with the applicant?

How well do you know the applicant?

How long have you known the applicant?

Part 2: Factor Rating Checklist

Please indicate your opinion of the applicant relative to each factor below. Please place an "X" in the box that best represents your knowledge of the applicant.

FACTORS	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%	No Basis for Judgment
MOTIVATION FOR MORTUARY SCIENCE: Genuineness and depth of commitment						
MATURITY: Personal development, ability to cope with life situations						
EMOTIONAL STABILITY: Performance under pressure, mood stability, constancy in ability to relate to others						
INTERPERSONAL RELATIONS: Ability to get along with others; rapport, cooperation, cultural sensitivity, attitudes towards supervision						

FACTORS (<i>Con't</i>)	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%	No Basis for Judgment
EMPATHY: Sensitivity to needs of others, consideration, tact						
LEADERSHIP: Ability to motivate and inspire others						
JUDGMENT: Ability to analyze problems, common sense, decisiveness						
CHARACTER: Integrity, ethical and moral standards						
RESOURCEFULNESS: Originality, skillful management of available resources						
RELIABILITY: Dependability, sense of responsibility, promptness, conscientiousness						
COMMUNICATION SKILLS: Clarity of expressions, articulation						
PERSEVERANCE: Stamina, endurance						
SELF-CONFIDENCE: Assuredness, capacity to achieve with awareness of own strengths and weaknesses.						

Part 3: Letter of Recommendation

In an accompanying letter to the Admissions Committee, please describe your overall impression of the applicant's suitability for study in mortuary science, and their potential for success as a funeral service professional.

Part 4: Final Rating of Applicant

Please rank your overall evaluation of this applicant for study in mortuary science by placing a check mark on the line that best represents your opinion of the applicant:

- _____ Outstanding Candidate (Top 5%)
- _____ Excellent Candidate (Top 10%)
- _____ Very Good Candidate (Top 25%)
- _____ Good Candidate (Top 50%)
- _____ Unacceptable Candidate (Bottom 50%)