

**UW Oshkosh Letter of Recommendation for Admission Form  
Master of Science in Education – Professional Counseling**

**To be completed by applicant BEFORE presenting to person writing the letter of recommendation.**

The Family Educational Rights and Privacy Act of 1974 permits you to have access to this recommendation form and any letter appended to it unless you waive your right to see these recommendation materials. Retain or waive your right by checking one of the following statements and signing below. In the absence of a check and/or applicant signature, the applicant retains the right to view this letter.

I waive my access to these recommendation materials

I do not waive my access to these recommendation materials

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the person making the recommendation.**

1. How long have you known this applicant? \_\_\_\_\_ years.

2. In what capacity have you known this applicant? \_\_\_\_\_

3. Please assess the applicant on their demonstration of the following characteristics by checking the box that best reflects your assessment of the desired dispositions.

**Assessment Scale:** 4 = Demonstrates Consistently; 3 = Demonstrates Mostly; 2 = Demonstrates Inconsistently; 1 = Demonstrates Rarely; NB = No basis to form an opinion

<b>Professional Counseling Dispositions</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NB</b>
<b>Respect for Others</b> <ul style="list-style-type: none"> <li>• Presents opinions and comments in a non-threatening and non-antagonistic manner.</li> <li>• Open-minded and receptive to new ideas or alternative perspectives.</li> <li>• Demonstrates tactfulness in conversations and interactions with others.</li> </ul>					
<b>Personal Responsibility</b> <ul style="list-style-type: none"> <li>• Demonstrates the ability to fulfill the obligations of being a professional counselor by being reliable, trustworthy and accountable for one's work (liable for and can answer for one's actions or decisions), and meets the knowledge and skills of a professional discipline.</li> </ul>					

<ul style="list-style-type: none"> <li>• Demonstrates the belief that one’s own experiences are controlled by their own skill or efforts (internal locus-of-control).</li> <li>• Resourceful and able to adapt to new situations and challenges.</li> <li>• Accepts feedback from others in a non-defensive manner.</li> </ul>					
<p><b>Perceives and Honors Diversity</b></p> <ul style="list-style-type: none"> <li>• Shows an appreciation and respect for the culture, values, lifestyles and opinions of others.</li> <li>• Seeks feedback about multicultural knowledge, skills, and competencies.</li> <li>• Attends to issues of social, economic and political equity for individuals and groups that differ by gender, race, ethnicity, social class, ability, and sexual orientation.</li> </ul>					
<p><b>Commitment to Learning</b></p> <ul style="list-style-type: none"> <li>• Actively participates in all learning experiences designed to foster mastery of the content, competencies, and professional counseling practice.</li> <li>• Accepts leadership responsibilities, demonstrates initiative, and engages in professional behavior toward faculty, peers, colleagues, supervisors, and clients.</li> <li>• Demonstrates a proactive approach to professional development beyond course expectations.</li> <li>• Course work and assignments reflect quality effort.</li> </ul>					
<p><b>Self-Reflection</b></p> <ul style="list-style-type: none"> <li>• Identifies personal strengths and areas needing development or change.</li> <li>• Demonstrates a desire to grow and develop as an emerging professional counselor.</li> <li>• Demonstrates the ability to think about and change restrictive personal behaviors.</li> </ul>					
<p><b>Personal Integrity</b></p> <ul style="list-style-type: none"> <li>• Honest.</li> <li>• Authentic, sincere, and compassionate.</li> <li>• Understands own personal values and beliefs and the ways in which these affect interpersonal relationships.</li> </ul>					
<p><b>Interpersonal Competence</b></p> <ul style="list-style-type: none"> <li>• Participates as an effective team member.</li> <li>• Interacts with others in a positive, professional manner.</li> <li>• Actively engages in teamwork.</li> </ul>					
<p><b>Personal and Professional Maturity</b></p> <ul style="list-style-type: none"> <li>• Displays a positive work attitude and enthusiasm for the task at-hand.</li> <li>• Internalizes importance of professional work behaviors.</li> <li>• Demonstrates diplomacy and poise.</li> <li>• Demonstrates social perceptiveness; being aware of others' reactions and exerting an effort to understand such reactions.</li> </ul>					
<p><b>Self-Care</b></p> <ul style="list-style-type: none"> <li>• Addresses personal issues that may affect professional life.</li> <li>• Demonstrates desire for wellness and balance.</li> </ul>					

4. Please attach a letter of recommendation that provides additional information that will help us assess the applicant's ability to succeed in a master's program in Professional Counseling.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

The Office of Graduate Studies will maintain your comments in a confidential manner and they will be used for the sole purpose of evaluating this candidate's admissibility to the Professional Counseling graduate program at UW Oshkosh.

Thank you for your assistance.

**Please return this form to:** [gradschool@uwosh.edu](mailto:gradschool@uwosh.edu)