M.S. IN STRATEGIC LEADERSHIP RECOMMENDATION FORM

Send this form directly to the student in a sealed envelope with your signature across the seal so that the applicant can return it with the completed application OR send it directly to the Graduate Studies Office at the following address:

BHSU Graduate Studies
1200 University Street Unit 9501
Spearfish, SD 57799-9501

Only original recommendation letters will be accepted.

Name of Applicant: ___________________________________________________________________________________

TO THE APPLICANT:

The Buckley Amendment of the Family Privacy Act allows applicants to inspect and review all materials in their files, except for letters of recommendation written prior to 1 January 1975.

Upon its completion and submission, University faculty will utilize this document to evaluate your qualifications to be admitted into the Masters of Science in Strategic Leadership program.

Before submitting this form to the person who will be writing your recommendations, please check one of the following statements relative to the confidentiality of your files.

☐ I DO wish to waive my right to see this document.
☐ I DO NOT wish to waive my right to see this document.

_____________________________________________________________________________________________________

Signature of Applicant                                      Date

TO THE PERSON MAKING THIS RECOMMENDATION:

The above named applicant for admission to the Masters of Science in Strategic Leadership program has given your name as a reference. Black Hills State University would appreciate your cooperation in providing the following information regarding the applicant’s qualifications. References should be acquainted with applicant’s academic ability.

1. I have known the applicant for: _____ Semesters _____ Years

   During this time, the applicant was a/an:

   ☐ undergraduate student  ☐ graduate assistant
   ☐ assistant of mine     ☐ advisee of mine
   ☐ departmental assistant  ☐ employee
   ☐ co-worker                ☐ other________________________
2. Check each line at the appropriate point on the scale to show the applicant’s rating on the characteristic concerned. Use your own student body and recent graduates as a reference group. If the applicant is an employee, use other employees with similar backgrounds as a reference group.

<table>
<thead>
<tr>
<th>CHARACTERISTICS</th>
<th>High</th>
<th>Average</th>
<th>Low</th>
<th>Cannot Judge</th>
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<tbody>
<tr>
<td>General Intelligence</td>
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<td>Knowledge of Field</td>
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<td>Maturity</td>
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<td>Work Ethic</td>
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<td>Leadership Potential</td>
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<td>Life-long Learner</td>
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</tbody>
</table>

3. If you were responsible for a graduate program, would you accept the applicant in your own graduate program?
   - [ ] Yes
   - [ ] No
   - [ ] Uncertain

4. My recommendation for this applicant is:
   - [ ] Very Strong
   - [ ] Strong
   - [ ] Average
   - [ ] Below average
   - [ ] Recommend with reservations

5. Please use this space to make comments concerning this applicant’s strengths and weaknesses. Comments should pertain to the applicant’s ability to undertake an online graduate program. Be as specific as possible. If you need additional room, please attach a separate sheet of paper.

Name (please print) ____________________________________________________________

Title ____________________________________________________________

Institution/Organization ______________________________________________________

Address ________________________________________________ Street ______________
                                                City/State ______________ Zip Code ______________

Phone ___________________________ E-mail ___________________________

Signature ___________________________ Date ___________________________

1200 University St. Unit 9508 • Spearfish, SD 57799-9508 • 877-847-8134 • 605-642-6258 • Fax: 605-642-6031 • www.bhsu.edu/mssl