

**Department of Special Education  
University of Colorado at Colorado Springs**

**PROFESSIONAL DISPOSITIONS / RECOMMENDATION FORM**

**APPLICANT:** The purpose for which this recommendation is being obtained is admission to the University of Colorado at Colorado Springs Department of Special Education. It will be received and maintained in confidence. If you are admitted, and subsequently enroll in the special education degree/licensure program, you may inspect this letter unless you have voluntarily waived this right.

**(Please Print or Type)**

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Applicant's Name: \_\_\_\_\_ Current Address: \_\_\_\_\_ Date of birth: \_\_\_\_\_

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Under the Family Educational Rights and Privacy Act of 1974, students who are admitted and who matriculate into the program to which they apply are given the right to inspect their records, including their letters of recommendation, unless they have waived their right of review. You have the option of: (1) signing the following waiver or (2) declining to do so.

I expressly waive any rights I might have to access this letter of recommendation under the Family Educational Rights and Privacy Act of 1974.  
Signature \_\_\_\_\_ Date \_\_\_\_\_

I do not agree to the waiver above.  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**RECOMMENDER:** The person whose name appears above is applying for admission to the Department of Special Education at the University of Colorado at Colorado Springs (UCCS). This applicant has requested that you provide us with a recommendation on her/his behalf.

The department's admission committee values your *candid* appraisal of the applicant's ability, academic and otherwise, to prepare for a career in special education, including qualities of mind and character, dedication, responsibility, and readiness for the rigors of advanced academic study. On the reverse side of this form, you will note a list of professional dispositions on which to rate the applicant. These professional dispositions are divided into five categories that reflect our values as a department and the behavioral and intellectual expectations for which our students are held accountable.

We appreciate your time and thoughtful completion of the Professional Dispositions / Recommendation Form. Please complete the lower portion of this form and mail the form in a sealed envelope directly to the Department of Special Education (ATTN: Admissions) at the address listed in the letterhead above.

Please print or type the following information:

Recommender's Name and Title:

Company/School:

Street Address:

City, State, and Zip Code:

Phone Number and Email Address:

(The department will only use your email address to acknowledge receipt of your letter).

## Professional Dispositions Rating Scale

**Directions:** Based on your knowledge of the applicant, please rate their dispositions on the accompanying Likert scale. You are strongly encouraged to provide any comments that provide specific examples of how the applicant has exhibited each disposition. Should you need additional space to make comments, please do so on a separate sheet of paper and attach it to this form.

**Summary Evaluation:** Please use the scale below to evaluate this applicant's dispositions and skills as compared to the \_\_\_\_\_ (number) of individuals in similar positions whom you have known over the past \_\_\_\_\_ (number) of years.

**5 – Outstanding, 4 – Satisfactory, 3 – Needs Improvement, 2 – Unsatisfactory, 1 – Never Observed**

### DISPOSITION

### RATING SCALE

**1. Responsibility**

(Examples: Present and punctual for work; Completes assigned work on time)

5   4   3   2   1

*Comments:*

**2. Collaboration**

(Examples: Demonstrates effective interpersonal skills; Actively contributes to group projects)

5   4   3   2   1

*Comments:*

**3. Diversity**

(Examples: Values the varying needs of others; Demonstrates respect for differences)

5   4   3   2   1

*Comments:*

**4. Professional Behavior**

(Examples: Adheres to professional ethics; Communicates in a professional manner)

5   4   3   2   1

*Comments:*

**5. Personal Well-Being**

(Examples: Surmounts obstacles in positive ways; takes responsibility for actions).

5   4   3   2   1

*Comments:*

**Additional Comments:**