 **Recommendation Form**

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| **Applicant’s name:** |  |

**To the applicant:** Complete the cover page (page 1), then send this entire form to your recommender. The recommender should submit the completed form, including this cover page, directly to PACT via email at PACT@providence.edu. Application materials are due **February 1, 2020.**

**Recommender Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Title:** |  |
| **E-mail:** |  | **Phone:** |  |
| **Address:** |  |
|  |  |

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| --- |
| **Type of Recommendation** *(Select one)* |
|  | **Spirituality** |  | **Intentional Community** |
|  | Someone who will speak to the concrete ways your spiritual life shapes your actions (e.g., campus minister, vowed religious, or clergy). |  | Someone who has been part of an intentional community with you, particularly one in which you had a shared mission or purpose. |
|  |  |  |  |
|  | **Academic** |  | **Professional Supervisor** |
|  | An advisor or professor who had you for class, and who can speak to your preparedness for Master’s level academic work and attest to your content knowledge in the area you hope to teach. |  | Someone who has supervised you in a professional or educational setting (e.g., research supervisor, service site supervisor, or employer). |

Under the Family Educational Rights and Privacy Act (FERPA) of 1974, students enrolled at Providence College have access to their admission records, including letters of recommendation. However, students may waive their right to see letters of recommendation, whereupon such letters will be held in confidence. If the applicant has not signed a waiver, it is assumed that this letter is submitted with the recommender's understanding that the applicant may request to see the letter. The alternative selected will not affect consideration of the applicant for admission.

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| --- | --- |
|  | I have **retained** my right of access to this recommendation |
|  | I have **waived** my right of access to this recommendation |
|  |  |
| **Applicant’s full name:** |  |
| **Initials:** |  | **Date:** |  |

**To the recommender:** The above-named individual is seeking admission to the [Providence Alliance for Catholic Teachers](https://pact.providence.edu/) (PACT) at Providence College and is seeking your recommendation based on the points outlined below. Yours is one of four required recommendations, and no candidate will be accepted or removed from consideration based solely on one recommendation.

**Please e-mail this entire completed recommendation form (the first page completed by the applicant and these following pages completed by you, the recommender) directly to PACT** at PACT@providence.edu. Application materials are due **February 1, 2020.**

1. **How long have you known the applicant, and under what circumstances?**

|  |
| --- |
| Response here |

1. **PACT Program Pillars**

Three pillars underlie all aspects of the PACT program: Teaching & Learning, Community, and Spirituality. Characteristics important to each pillar are listed below.

**For each group:**

* Identify the **two traits** where the applicant is the **strongest**, and provide a brief (1-2 sentences) explanation for your choices.
* Also identify the **one trait** where the applicant has the **greatest potential for growth** and provide a brief (1-2 sentences) rationale.
1. **Professional Teaching & Learning**

*Important characteristics:*

* Humility
* Responsibility
* Maturity
* Leadership
* Creativity
* Openness to growth
* Ability to manage stress
* Work ethic
* Response to adversity

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| --- | --- |
| **Strength:**  | Type here |
| *Explanation* | Type here |
|  |  |
| **Strength:** | Type here |
| *Explanation* | Type here |
|  |  |
| **Area for growth:** | Type here |
| *Rationale* | Type here |

1. **Community**

*Important characteristics:*

* Responsiveness to others
* Empathy
* Tolerance
* Honesty
* Flexibility
* Patience
* Generosity
* Response to conflict

|  |  |
| --- | --- |
| **Strength:**  | Type here |
| *Explanation* | Type here |
|  |  |
| **Strength:** | Type here |
| *Explanation* | Type here |
|  |  |
| **Area for growth:** | Type here |
| *Rationale* | Type here |

1. **Spirituality**

*Important characteristics:*

* Integration of Christian values & beliefs in everyday actions
* Seeking spiritual growth
* Openness to shared spirituality
* Involvement in service
* Openness to others’ experiences
* Taking faith and religion seriously

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| --- | --- |
| **Strength:**  | Type here |
| *Explanation* | Type here |
|  |  |
| **Strength:** | Type here |
| *Explanation* | Type here |
|  |  |
| **Area for growth:** | Type here |
| *Rationale* | Type here |

1. **Overall Recommendation**
2. Do you recommend the applicant for the PACT program? (*Select one)*

|  |  |
| --- | --- |
|  |  |
|  | Yes |
|  | With reservation |
|  | No |

1. Either in the space below or in a separate document, please provide comments regarding your rationale for your recommendation with emphasis on the applicant’s preparedness and capacity for the responsibility of being a teacher, Master’s level graduate student, community member, and a young person growing in faith.

If you write in a separate document, please submit it along with this form.

|  |
| --- |
| *Comments:* |
| Type here |

**Submit this form and, if applicable, your comments in a separate document**

**directly to the PACT office via email at** **pact@providence.edu**.

Application materials are due **February 1, 2020.**

Please feel free to contact us if you have any questions at all. Thank you for your time and attention.