

**ACADEMIC RECOMMENDATION FORM FOR APPLICANT  
TO THE ATHLETIC TRAINING EDUCATION PROGRAM  
University of Utah**

Applicant's Name: \_\_\_\_\_  
(Print or Type)

INSTRUCTIONS TO THE APPLICANT

Please read this entire page BEFORE giving this form to the person serving as your reference. Be sure to print or type your name in the space provided.

The Family Education Rights and Privacy Act of 1974 permits you to review letters of recommendation received by our office. The law also allows you to waive this right and maintain a confidential file. If you prefer that this recommendation remain confidential, please read and sign the following statement of release:

I hereby consent that this recommendation be included in my application file with the Department of Exercise and Sport Science of the University of Utah and that it be preserved in a manner that will not allow me to review its contents. It is my understanding that upon request, I will be advised of persons from whom recommendation has been received and that such letters will be used only for the purpose for which they were obtained.

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

INSTRUCTIONS TO THE WRITER

CONCERNING FEDERAL LAW: Under the Family Education Rights and Privacy Act, the candidate named above will have access to your recommendation unless the Waiver above is signed. If the waiver is signed, you may be assured that this recommendation will be kept confidential from the candidate. It is imperative that this form be returned with your recommendation. This recommendation will be shared with the Admissions Committee of the Athletic Training Education Program.

\*You must return this form with your letter to the applicant in a sealed, signed (across flap) envelope.

## **SUGGESTIONS FOR WRITING A RECOMMENDATION LETTER**

While the Admissions Committee would like your letter to be your original thoughts regarding the applicant's qualifications, please address the following that will aid in the selection process. If there are other areas you feel are pertinent to describing the applicant's qualifications please comment on those as well.

How long have you known the applicant?

What is your relationship to the applicant?

How many hours has the applicant worked under you in the athletic training room?

What are the applicant's strong and weak points?

How does the applicant's personal presence affect others?

What evidence can you provide that the applicant has carefully and thoroughly considered a career in athletic training?

How would you rate this student on a scale of 0-20 (20 being the best)?

Your ranking should be based on the following:

1. Applicant's motivation toward athletic training. (0-5 points)
2. Applicant's study habits and initiative in the classroom. (0-5 points)
3. Quality of the applicant's work. (0-5 points)
4. Ability of this applicant to get along well with others. (0-5 points)

Your name, title, and work address with phone number.

Thank you for your assistance in this important process.

**PLEASE ATTACH THE SIGNED LETTER OF RECOMMENDATION, WRITTEN ON A SEPARATE SHEET, TO THE FIRST PAGE OF THIS FORM.**