



## Professional/Academic Reference Form

**INSTRUCTIONS TO THE APPLICANT**

Please provide **THREE** references with at least one referee addressing your most recent **academic** experience/potential, and at least one from a supervisor addressing the demonstrated skills and abilities in your most recent related **work** experience.

All letters **MUST** be on this official reference form. Upon completion, your referee must electronically submit the form to [admissions@ufv.ca](mailto:admissions@ufv.ca).

**INSTRUCTIONS TO THE REFEREE**

As an applicant to a Graduate program at the University of the Fraser Valley, this individual is requesting a confidential statement from you regarding their suitability for advanced practice in their selected field. **Upon completion, please submit this form electronically to [admissions@ufv.ca](mailto:admissions@ufv.ca).**

The Master of Education in Educational Leadership and Mentorship prepares educators for a variety of leadership roles within the K-12 system. The program and coursework emphasize research and practice in distributed and differentiated leadership and mentorship, supporting a vision to develop district, school and classroom leaders who will thrive within dynamic contexts of today's educational systems. Students who apply to the MED should be self-directed, reflective, and inquiry-driven teachers who integrate theory and practice and engage in continuous professional learning. With this in mind, please complete the information on this form.

*The BC Freedom of Information and Protection of Privacy Act allows an applicant to have access to the information contained in their letters of reference where that can be done without disclosing the identities of the referees who supply a reference in confidence. It is understood between UFV and yourself that the letter of reference is supplied in confidence, unless you state otherwise.*

Name of Applicant	Name of Graduate Degree
Applicant's Current Position	How long have you known the applicant?
Referee Name	Referee Position Title
Referee's Employer/School	In what capacity do you know the applicant?

<b>SPECIFIC ABILITIES:</b> Keeping in mind your reference group, please check the rating that best indicates your evaluation of the applicant.	EXEMPLARY (TOP 10%)	EXCELLENT (11-25%)	GOOD (26-50%)	BELOW 50%	UNABLE TO ASSESS
Intellectual ability	Past academic achievements				
	Scholarly potential				
Communication Skills	Verbal				
	Written				
Ability to analyze problems from a critical perspective					
Leadership potential and organizational abilities					
Ability to work collaboratively					
Creativity and capacity for independent thought					
Ability to respect and value diversity and difference					
Potential for application to practice					
Potential for research					
Overall rating					

# MASTER OF EDUCATION

## REFERENCE FORM

*References are a determining factor in the selection process. Please comment on the following attributes of the applicant.*

Suitability for potential leadership and/or mentorship positions:

Capabilities and interpersonal strengths:

Limitations and areas for improvement:

Personal/professional ethics and integrity:

Other comments/concerns :

Recommendation for admission to Graduate Studies:

Recommended

Recommended with reservations (please state reasons)

Not recommended (please state reasons)

Referee's Name (Type or Print)

Referee's Telephone Number (with area code)

Referee's signature (digital if available)

Date

### FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY NOTICE

The information on this form is collected under authority of the University Act (R.S.B.C. 2927, c. 419). The information is needed to evaluate applications for the MEd Program at UFV. If you have any questions about the collection and use of this information, please write to the Associate Vice President, Research & Graduate Studies, University of the Fraser Valley, 33844 King Road, Abbotsford, BC V2S 7M8 Canada