

Master of Science in Occupational Therapy

DOMINICAN UNIVERSITY *of* CALIFORNIA

DOCUMENTATION AND EVALUATION OF VOLUNTEER EXPERIENCE IN A HUMAN SERVICE SETTING

To the Individual Completing This Form

The applicant named below has applied for admission to the M.S. in Occupational Therapy program at Dominican University of California. We appreciate your assistance in helping us form the best possible judgment of the applicant. We hope that you will reply to the following questions as fully and candidly as possible. Please complete the remainder of this form as soon as possible, sign across the envelope's seal and mail directly to:

Office of Admissions
Dominican University of California
50 Acacia Avenue
San Rafael, CA 94901-2298

Name of Evaluator (printed)

Position/Title

Address

City

State

Zip

Telephone Number

E-mail

Name of Applicant

Last Name

First Name

Social Security Number

To the Applicant Submitting This Form (sign one)

- I waive access to this letter of recommendation. I understand it will remain confidential and that I will not have access to it.

Signature

Date

- I do not waive access to this evaluation. I retain my right to read the recommendation.

Signature

Date



DOMINICAN
UNIVERSITY
of CALIFORNIA
1890

Office of Admissions
50 Acacia Avenue
San Rafael, CA 94901-2298
415•485•3280
1•888•323•6763
graduateprograms@dominican.edu
www.dominican.edu

ATTRIBUTES

Evaluator: Please rate the applicant on each of the following 18 characteristics. Check the box which best reflects your judgment of the applicant.

	Excellent	Good	Fair	Poor	Not Observed
1. Attendance—attends as scheduled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Punctuality—student arrives on time and stays through session.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Respect—respects legitimate authority and works constructively through proper channels to resolve grievances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Responsibility—takes responsibility for his/her own behavior.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Teamwork—is able to participate fully as a team member.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Flexibility—is able to positively adapt to unexpected changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Organization—is consistently prepared and able to prioritize.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Response to feedback—can hear and use constructive criticism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Emotional maturity—handles situations and personal emotions in a professional manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Appearance—presents a neat, clean, and appropriate appearance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Motivation—is actively engaged in the learning process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Self-confidence—is aware of his/her own strengths and weaknesses, is able to convey confidence as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Ethics—displays ethical behavior at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Non-discrimination—does not discriminate on basis of race, gender, age, sexual orientation, religion, or economic status.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Initiative—asks questions to clarify points, uses available resources (i.e., tutoring) to improve performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Problem solving—is able to logically evaluate facts, justify actions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Communication—uses effective written and oral communication skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Honesty—displays honesty and integrity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUMMARY RECOMMENDATION:

- I would highly recommend this applicant.
- I would recommend this applicant.
- I hesitate to recommend this applicant.
- I would not recommend this applicant.
- I do not feel qualified to make a recommendation.

Number of hours applicant was supervised by an OTR_____ Number of hours applicant was supervised by other than an OTR_____

Briefly describe duties performed by the applicant_____

Comments: *(Include a second sheet if necessary)*_____

Signature of Evaluator