



## **OSSE Adult Educator Scholarship Program Guidelines for Letters of Recommendation**

As part of your scholarship application package, OSSE requires you to provide two Letters of Recommendation from individuals who know you in a professional capacity and who can provide candid information relevant to your abilities to pursue graduate studies in adult education. You are required to upload into TK20 two Letters of Recommendation when you submit your application for an OSSE Adult Educator Scholarship.

To be acceptable, Letters of Recommendation must:

1. Be typed on the professional/agency's letterhead of your personal reference provider.
2. Include the name of the professional reference provider, his/her title, institution, department address, telephone and email address.
3. Reference your name in the caption.
4. State how long your referees have known you and in what capacity (e.g. supervisor, manager, teacher, etc.)
5. Discuss your suitability for graduate studies in Adult Education, addressing specifically the following aspects of your competence:
  - a) Your intellectual potential and ability to meet the high expectations of a rigorous program geared towards the development of scholar practitioners.
  - b) Your ability to stay the course and complete the program within a specified timeframe.
  - c) How they would describe you and your philosophy of adult education.
  - d) How you demonstrate your ability, as an educator, to work with adults with varying learning needs.
  - e) Your level of facility with oral, written and interpersonal communication skills.
  - f) How you have displayed mature judgment.
  - g) Your motivation and capability to engage in self-directed and active learning.
  - h) Your ability to be a positive contributor and change agent in a vibrant cohort of adult educators.