

Master of Health Care Administration Letter of Recommendation Form

TO BE FILLED IN BY THE APPLICANT

Name of Applicant (print) _____

In accordance with the 1974 Family Educational Rights and Privacy Act, this recommendation form will become part of the applicant's file. It will be used only for the purposes specifically intended. If the applicant matriculates, they will be granted access to its contents unless the applicant voluntarily waives the right of access.

I waive I do not waive

Signature _____ **Date** _____

This is the required letter from (one letter from each is required)

Supervisor or professor Colleague or subordinate Individual from the community

TO BE FILLED IN BY THE RECOMMENDER

Name (print) _____

Phone _____ **Email** _____

Employer _____ **Position** _____

Address

PERSONAL CHARACTERISTICS
(see page 3 for descriptions)

TOP 5%

TOP 10%

TOP 25%

TOP HALF

**LOWER
HALF**

**NO BASIS
FOR
JUDGEMENT**

	TOP 5%	TOP 10%	TOP 25%	TOP HALF	LOWER HALF	NO BASIS FOR JUDGEMENT
Interpersonal understanding						
Professionalism						
Self development						
Financial skills						
Analytical thinking						
Strategic orientation						
Collaboration						
Communication						
Self development						

How long and in what capacity have you known the applicant?

Please share an observation of the leadership qualities demonstrated by this applicant:

If the applicant's native language is not English, please assess the applicant's proficiency in oral and written communication in English. Please comment if the applicant's English proficiency is adequate for the demands of a graduate program:

Additional comments about the applicant:

Please provide an overall estimate of the applicant's potential for success in health care administration:

Good Acceptable Fair Poor

Signature _____ **Date** _____

Please mail or fax to:

MHA Admission
3200 Grand Ave
Des Moines, IA 50312

Phone - 515-271-1538
Fax - 515-271-7083

DESCRIPTIONS OF PROFESSIONAL SKILLS

- 1. Interpersonal understanding:** When students complete our program, they should be able to accurately hear and understand the unspoken or partly expressed thoughts, feelings, and concerns of others. This can be demonstrated through the written and spoken word, body language, effectiveness of conflict resolution, and reflective writing. This is linked with the DMU value of humanism.
- 2. Professionalism:** When students complete our program, they should be able to demonstrate ethical and professional practices in their work and relationships. This can be demonstrated through demeanor in all forms of communication, being prepared and timely, participating in professional organizational activities, demonstrating ethical behavior. This competency is linked with the MHA value of integrity and the DMU value of professionalism.
- 3. Self development:** When students complete our program, they should be able to see an accurate view of their own strengths and development needs, and demonstrate a willingness to address needs through reflective, self directed learning. This can be demonstrated through submission of yearly programs of study, personal goal setting, reflective writing, and personal goal attainment. This is linked with the MHA and DMU values of life-long learning and excellence.
- 4. Financial skills:** When students complete our program, they should have the ability to understand and explain financial and accounting information, prepare and manage budgets, and make sound long term investment decisions. This can be demonstrated through successful completion of financial coursework plus application of financial principles throughout all courses in the program. This is linked to the MHA value of competence and the DMU value of stewardship.
- 5. Analytical thinking:** When students complete our program, they should be able to understand a situation, issue, or problem by breaking it into smaller pieces or tracing its implications in a logical stepbystep way. This can be demonstrated in projects, papers, briefs, and cases throughout the program as well in specific courses such as statistical analysis and health information systems coursework. This is linked to the MHA value of competence.
- 6. Strategic orientation:** When students complete our program, they should be able to draw implications and conclusions in regulatory trends and developments, and to apply these to decision-making. This can be demonstrated throughout the curriculum in a variety of ways from discussions boards, projects, case studies, and current event analysis. This is linked to the MHA value of competence and the DMU value of leadership.
- 7. Collaboration:** When students complete our program, they should be able to work cooperatively with others as part of a team or group, including demonstrating positive attitudes about the team, its members, and its ability to get its mission accomplished. This can be demonstrated through group projects, team leadership, community engagement, and participation in group activities both within and outside of courses. This is linked to the DMU value of collaboration.
- 8. Communication:** When students complete our program, they should be able to speak and write in a clear, logical, and grammatical manner in formal and informal situations, to prepare cogent business presentations, and to facilitate a group. This can be demonstrated across all courses in discussions in class and online, papers, presentations, use of technology, and social media. This is linked to the MHA value of communication.
- 9. Accountability:** When students complete our program, they should have the ability to hold themselves and others accountable to standards of performance in line with the long term good of the organization in mind. This may be demonstrated by the ability to complete assignments to the high standard expected in a timely manner, through peer-review projects, and feedback to others. This is linked to the MHA values of competence and integrity, and the DMU value of excellence. Furthermore, this theme of accountability is an element of the new DMU strategic plan.