

COLORADO MESA UNIVERSITY
TEACHER EDUCATION PROGRAM
ITL Graduate Program Letter of Recommendation Form

Return to: **CMU Graduate Coordinator, Center for Teacher Education**
1100 North Ave., Grand Junction, CO 81501-3122

Applicant Statement to Writer:

I request that you, _____, complete in the space below a statement of recommendation to supplement my application for admission to the Teacher Education Program at Colorado Mesa University and send it directly to the address above. Your candid evaluation of my strengths and weaknesses for admission to the Teacher Education Program is requested.

Under the provisions of Part 99 of Title 34 of the Code of Federal Regulations on the confidentiality of the completed statement, I have selected one of the following two options (a) or (b) by initialing below in one of the appropriate spaces.

_____ (a) I understand the completed statement will be held in confidence from me by the Center for Teacher Education.

_____ (b) I understand that I have the right to inspect and review the completed statement at the Center for Teacher Education.

Applicant Signature _____ Date _____

Printed Name _____ Student ID # _____

The above to be completed by the applicant.

Writer's Statement of Recommendation:

How long have you known this applicant? _____ In what capacity? _____

Number of credit hours taken from you? _____

Please rate the applicant for his/her potential as a teacher:	Outstanding (4)	Above Average (3)	Average (2)	Below Average (1)	No Knowledge
Speaker – uses effective language and style to communicate					
Writer – effectively demonstrates standard writing conventions					
Motivator – enthusiastic, has a capacity to inspire and motivate others					
Achiever – goal oriented, consistently produces quality work					
Facilitator – helpful, desires to assist others, patient, empathetic, reflective					
Leader – self-confident, can actively engage others, is a good listener					
Collaborator – works cooperatively with others in pursuit of a task or goal, responds to others' feelings and needs					
Overall potential as a teacher – exhibits attributes essential to effective teaching					

Comments and Recommendations: **In a separate letter**, please include personal knowledge of applicant's professional experiences, aptitude for working with children, and/or achievements that suggest success as a teacher. Describe any opportunities where you observed the applicant working with children and/or youth.

Writer Signature: _____ Date _____

Printed Name: _____ Position _____

Organization: _____ Phone Number _____

Address: _____