

PLEASE MAIL THIS FORM DIRECTLY TO THE GRADUATE COORDINATOR AT:



**COLORADO MESA UNIVERSITY**  
**CENTER FOR TEACHER EDUCATION**  
1100 North Ave. • Grand Junction, CO 81501  
Phone (970) 248-1618 • Fax (970) 248-1112

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## **Form B – Supervisor/Instructor**

### **Letter of Recommendation for Master’s Program**

**APPLICANT’S NAME** \_\_\_\_\_

**DATE:** \_\_\_\_\_

The above named person is an applicant to the Master’s Program in Education at Colorado Mesa University. Please **provide specific examples** that evaluate the applicant’s capacity for leadership at the district level and/or building level. **Rate each category on a scale from 1 to 5**, with 5 being the highest rating. When completed, please send this form in a sealed envelope directly to the address listed above. Some categories may not apply per context. *As you fill out this form, please consider the leadership potential of the candidate in your school or in the district.*

**PROFESSIONALISM: NUMERIC RATING** \_\_\_\_\_

(open to feedback, collaborative skills, confidentiality, professional appearance/demeanor, timeliness)

Examples:

**MOTIVATION, DRIVE, AND INITIATIVE: NUMERIC RATING** \_\_\_\_\_

Examples:

**WORK ETHIC: NUMERIC RATING** \_\_\_\_\_

(shows initiative, flexibility, reliability, has good judgment, and completes tasks)

Examples:

**ABILITY IN WRITTEN AND ORAL COMMUNICATION: NUMERIC RATING** \_\_\_\_\_

Examples:

**LEADERSHIP POTENTIAL: NUMERIC RATING** \_\_\_\_\_

Examples:

**EFFECTIVE COMMUNICATION WITH YOUTH: NUMERIC RATING \_\_\_\_\_**

Examples:

**CRITICAL THINKING/PROBLEM SOLVING: NUMERIC RATING \_\_\_\_\_**

Examples:

**CREATES A POSITIVE ENVIRONMENT: NUMERIC RATING \_\_\_\_\_**

Examples:

**RAPPORT WITH PARENTS/GUARDIANS AND COLLEAGUES: NUMERIC RATING \_\_\_\_\_**

Examples:

**ACADEMIC ABILITY, SCHOLARSHIP, LIFELONG LEARNER QUALITIES: NUMERIC RATING \_\_\_\_\_**

Examples:

**FUTURE CONTRIBUTION TO THE FIELD OF EDUCATION: NUMERIC RATING \_\_\_\_\_**

Examples:

**ADDITIONAL COMMENTS:** (Please use additional paper if needed)

**OVERALL RECOMMENDATION:**

- RECOMMEND HIGHLY
- RECOMMEND
- RECOMMEND WITH RESERVATIONS
- DO NOT RECOMMEND

\_\_\_\_\_  
RECOMMENDER'S NAME (PLEASE PRINT)

\_\_\_\_\_  
TITLE/POSITION

\_\_\_\_\_  
PHONE #

\_\_\_\_\_  
INSTITUTE/ORGANIZATION

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TODAY'S DATE: