

**Mesa State College**  
**Teacher Education Program**  
*Letter of Recommendation (Form E)*

**Return to: MSC, 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 Mesa State College 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 Teacher Education Office.

\_\_\_\_\_ (b) I understand that I have the right to inspect and review the completed statement at the Teacher Education Office.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**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? \_\_\_\_\_

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

**Comments and Recommendations:** On the back side of this form or 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:** \_\_\_\_\_