



Recommendation

Suggested References: Pastor, Employer, Family Friend, RA

Student's Name: _____ **Date:** _____

Is this reference confidential? Please circle: Yes or No.

How do you know this student? _____

The above student is applying for admission into the Education Program at Southwestern College. Completion of this program qualifies the student for teacher certification by the State of Arizona. It is our desire that only the highest quality students be admitted into this program. Your recommendation regarding this individual's personal qualities is most important.

1. Punctuality

- Always on time
- Generally punctual
- Habitually late

2. Self-Initiative/Independence

- Creative & resourceful; independently implements plans
- Has good ideas; works effectively with limited supervision
- Passive; depends on others for direction, ideas, and guidance

3. Reliability/Dependability

- Self-starter; identifies needs & attends to them promptly
- Responsible; attends to assigned tasks or duties on schedule without prompting
- Sometimes needs to be reminded to attend to assigned tasks or duties
- Usually fails to complete assigned tasks & duties

4. Oral Expression

- Articulate
- Expressive; animated
- Inarticulate
- Hesitates to express self
- Makes frequent speaking errors

5. Tact and Judgment (with peers, instructors, adults, students)

- Diplomatic; sensitive to others' feelings & opinions
- Perceives what to do or say in order to maintain good relations with others and responds accordingly
- Limited sensitivity & diplomacy
- Appears insensitive to others' feelings & opinions

6. Collegiality/Active Participation

- Willingly shares ideas and materials
- Prefers being part of a team
- Reluctant to share ideas and materials
- Prefers to work in isolation

7. Response to Feedback/Supervision

- Solicits suggestions and feedback from others
- Receptive *and* adjusts performance accordingly
- Receptive *but* does not implement suggestions
- Defensive; unreceptive to feedback

8. Interaction with Students/Peers/Others

- Outgoing; actively seeks opportunities to work with students/peers/others
- Relates easily and positively with student/peers/others
- Shy; appears hesitant to work with students/peers/others
- Is sometimes antagonistic towards students/peers/others

9. Professional Ethics and Demeanor

Yes No Unable to Judge

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Maintains high ethical & professional standards |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Maintains confidentiality & professional expectations
set forth by school & community |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Maintains a professional appearance |

Below, please give additional information about this applicant that will help the Education Department in their decision. If you would prefer to give us this information by phone, feel free to contact Dr. Gary Damore at 602.386.4156.

Your signature: _____

Your name printed: _____

Your position: _____

Contact information: (Phone or e-mail) _____

PLEASE RETURN FORM TO:
SOUTHWESTERN COLLEGE: Education Department
2625 E. Cactus Road
Phoenix, AZ 85032