

NEWCOMER/ESL CERTIFICATION PROGRAM

SMU - SIMMONS SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT

RECOMMENDATION FORM

Applicant's Name: _____

Phone Number: _____

To the applicant:

Please print or type the name and address of the individual you are asking to complete this form and your name and address in the appropriate spaces below. Sign the form and send it to your reference, enclosing a stamped envelope addressed to the **Newcomer/ESL Program, Southern Methodist University, P.O. Box 750506, Dallas, TX 75275.**

The recommendation must be from your principal or other supervisor.

Name of reference: _____

Signature _____ Date _____

Title _____

Name of School: _____

School Address _____

Email: _____

Telephone: (____) _____ Fax(____) _____

Under Section 438 of the General Education Provisions Act (20 U.S.C. 1232g), if you are accepted and enrolled as a student at Southern Methodist University, you have the right to inspect your admission file. However, the Act provides that the student may waive the right of access to confidential recommendations. If you wish to waive the right of access to the recommendation being submitted on this form, please sign your full name on the following line.

Applicant's signature _____ Date _____

To the individual completing this form: If you prefer to write a separate letter of reference, please address the questions below in your letter.

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

2. Please give your assessment of the applicant's academic preparation and of his/her industry, motivation, and capacity for demanding academic work.

3. Describe the applicant's work as a teacher (professionalism, ability to motivate students, skill at making subject matter relevant, etc.).

4. Do you know anything that might detrimentally affect the applicant's academic or professional performance?

5. Please give any other information concerning the applicant that you think would be useful to the admitting department. (Use additional sheets if necessary).

6. Using the chart below, please give us your appraisal of the applicant relative to others you have known in a similar capacity.

	Exceptional (top 2%)	Outstanding (top 5%)	Excellent (top 15%)	Good (top 1/3)	Average (mid1/3)	Below Average (bottom 1/3)	Not Observed
Intellectual Ability							
Maturity							
Motivation							
Ability to work with others							
Creativity & Imagination							
Self-Confidence							
Leadership Potential							
Ability to analyze a problem and formulate a solution							
Oral Communication Skills							
Written Communication Skills							

Overall Rating: ___strongly recommend ___recommend ___recommend with reservations ___do not recommend

Thank you.