Recommendation Form for Secondary Education School of Education

Clayton State University

Note: It is important for the student to supply the professor(s) with this form. A stamped envelope addressed to: **Dr. Charles Elfer, School of Education, G210P, 2000 Clayton State Blvd., Morrow, GA 30260** should be included for professors not teaching on the Clayton State campus. Those teaching on campus may return the form to the student in a sealed/signed envelope or emailed to [lynncrockett@clayton.edu.](mailto:lynncrockett@clayton.edu)

# STUDENT COMPLETES TOP PORTION

Student’s Full Name:

Student’s Laker No.: Semester/Year Professor Taught You: Concentration: \_

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# FACULTY MEMBER COMPLETES PORTION BELOW

(The content of this section must be completed by professors who have taught general content courses of selected concentrations normally taken in the student’s freshman/sophomore years. The areas of concentration are listed above.)

Faculty Member: This recommendation is for admission to the Undergraduate Middle Level Teacher Education Program at Clayton State University. Based on your knowledge of this applicant’s professional potential and his/her knowledge of content matter in the chosen concentration areas, please complete the table by placing a  for your selected response.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student Attribute** | **Below Average** | **Average** | **Above Average** | **Superior** | **N/A** |
| **1. Student takes responsibility for own actions and consequences of those actions. Student directs own life in positive ways…has confident presence.** |  |  |  |  |  |
| **2. Oral communication skills – correct standard English – usage & socially appropriate skills.** |  |  |  |  |  |
| **3. Written communication skills – correct standard English usage** |  |  |  |  |  |
| **4. Knows and practices socially appropriate interpersonal skills; interacts well with peers.** |  |  |  |  |  |
| **5. Initiative and Industriousness – takes responsibility for work; works hard but efficiently; uses time efficiently; meets deadlines; has organizational skills.** |  |  |  |  |  |
| **6. Attendance – is punctual and has regular attendance.** |  |  |  |  |  |
| **7. Honest, has integrity** |  |  |  |  |  |
| **8. Knowledge of content** |  |  |  |  |  |

Please indicate your overall recommendation for this potential teacher candidate.

* I strongly recommend Comments:
* I recommend
* I recommend with reservations
* I do not recommend

How well do you know the candidate (circle one): Not Well Well Very Well

Print Name: Signature:

Institution: Department: Date: