

Letter of Recommendation

The person whose name appears below is an applicant for the Early Teaching Experiences in Mathematics and Science Internship, funded through the Edison International Foundation and sponsored by the Math and Science Departments and the College of Education at CSUSB. The ETEMS advising committee would like your help in determining if this candidate would be a good fit for the ETEMS Internship. Please respond to each item below in accordance with your direct observation of the applicant relative to the specified area. The recommendation is to be returned to the applicant in a sealed envelope. We appreciate your assistance. A key for the letters (A, B, C and D) is listed on the reverse side of this form.

Name of Applicant

	A	B	C	D
1. Oral Communication - The applicant uses language accurately and communicates clearly and concisely.				
2. Listening Skills - The applicant listens attentively and demonstrates understanding of what s/he has heard.				
3. Reading Skills - The applicant comprehends written instructions and other complex written information.				
4. Writing Skills - The applicant writes in a manner that is clear and grammatically correct.				
5. Empathy - The applicant demonstrates concern for people in various situations.				
6. Organization - The applicant identifies specific tasks, collects appropriate information and generally functions in a logical and productive manner.				
7. Time Management - The applicant organizes time so that tasks undertaken are completed in accordance with a schedule that s/he has predetermined or agreed to accept.				
8. Attendance & Punctuality - The applicant consistently keeps appointments and arrives on time.				
9. Initiative - The applicant identifies what needs to be done in situations and does it promptly.				
10. Scholarship - The applicant analyzes, synthesizes and applies information to the solution of specific problems.				
11. Persistence - The applicant, after having identified specific tasks, continues to pursue those tasks until they are accomplished.				
12. Leadership - The applicant helps others to accomplish specifically identified tasks through direction and example.				

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A B C D

13. Self-Confidence - The applicant demonstrates faith in his/her convictions in the face of adversity.				
14. Willingness to Accept Feedback - The applicant considers the suggestions of others, and incorporates them into the way s/he functions as appropriate.				
15. Consistence - The applicant regularly demonstrates behavior that is appropriate to the situation.				
16. Tolerance - The applicant can accept the views of others and integrate them with his/her own.				

A Sufficient to function as a teacher
B Could function as a teacher with improvement

C Not Sufficient to function as a teacher
D No basis for judgment

In what context do you know the applicant? _____

For how long have you known the applicant? _____ years _____ months

Please make any additional comments either in the space below or on an attached page.

Reference:

Print Name

Signature

Date

Position

Institution

Street Address

City

State

Zip

Phone Number

Email

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