

Georgia Southwestern State University
 School of Education
M.Ed. Cohort Applications
Administrative Recommendation Form
Confidential

Applicant:

Two completed Administrative Recommendation Forms are required. Complete the information in this section and then forward this form to your Supervising School Principal and one other administrator (Assistant Principal, Department Chair, or Lead Teacher). The comments and recommendation on this form are confidential.

Name _____
 Last First Middle Previous Last Name

I hereby _____ waive _____ do not waive my right to see the completed form. _____
 Applicant's Signature Date

Administrator:

Name of Administrator _____ School _____ Position _____

Applicant's current teaching assignment _____

How long has this applicant been teaching in your school? _____

Please rate the following characteristics on a scale of one to five for each of the descriptors.

Initiative	1 Very Low	2 Waits to be told before acting	3 Acts independently on routine tasks	4 Occasionally tries out new things on own	5 Consistently implements new ideas
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Communication Skills	1 Very Poor	2 Oral and written expression contains errors or may be unclear	3 Oral and written expression may not contain errors but may be confusing	4 Oral and written expression is consistently clear and accurate	5 Oral and written expression is clear and anticipates possible misunderstandings
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Demonstrated Collaboration	1 Very Poor	2 Works alone	3 Collaborates when required	4 Collaborates primarily with select groups when appropriate	5 Seeks opportunities to work with all peers
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Organizational Skills	1 Very Poor	2 Disorganized; often late with assigned work	3 Reflects some organization; occasionally needs extra time to complete assigned work	4 Well organized; seldom late with assigned work	5 Very well organized; never late in turning in assigned work
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Demonstrated Scholarship	1 Very Poor	2 Always needs help	3 Works largely according to written guidelines	4 Uses outside resources at times	5 Seeks and utilizes outside activities and resources regularly
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Comments:

Administrator's Signature Title Date

To maintain confidentiality, please place this completed and signed recommendation form in an envelope, seal it, and sign the back of it over the closed seal. Give the envelope to the candidate for inclusion with other application materials.