

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

Administrator's Signature
Title
Date

Submission Options:

1. To maintain confidentiality, please place the 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 applicant for inclusion with other application materials.
2. The recommendation may be emailed directly to graduateadmissions@gsw.edu.
3. If confidentiality is not a concern, the completed recommendation form may be given directly to the applicant.