**Recommendation Request Form**

**Section 1 – To be completed by the student**

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**When is this letter due?** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Recommender Name/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of employment of recommender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the purpose of the recommendation letter? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 2 – To be completed by the recommender**

In your letter of recommendation please explain your relationship with the candidate with reference to how you know him/her and in what capacity you have interacted. Please use the questions and grid below as a guide for addressing topics in your letter of recommendation:

1. How long have you known the applicant and in what capacity?
2. What do you consider his/her strengths?
3. What do you consider his/her challenges?
4. Do you feel that the applicant would succeed in the professional level/student teaching cohort?
5. Is the applicant competent to work with school-age children?
6. Please consider the applicant in relation to the below categories.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Fair | Poor | Unable to Judge |
| Intellectual ability |  |  |  |  |  |
| Psychological maturity |  |  |  |  |  |
| Emotional stability |  |  |  |  |  |
| Interpersonal skills |  |  |  |  |  |
| Sensitivity to others from diverse backgrounds |  |  |  |  |  |
| Professional effectiveness |  |  |  |  |  |
| Ability to work independently |  |  |  |  |  |
| Imagination and creativity |  |  |  |  |  |

1. Please be sure your letter contains the following information:
   1. Your name
   2. Your address
   3. Your phone number
   4. Your email address
   5. The best time to contact you (if we have follow-up questions)

Thank you for your time in preparing this letter of recommendation. If you have any questions, feel free to contact the College of Education at Oregon State University at 541-737-4661.

Please email your letter of recommendation to the College of Education Academic Advisor, **Karla Rockhold at** [**karla.rockhold@oregonstate.edu**](mailto:karla.rockhold@oregonstate.edu) or send via US Mail by **January 30th, 2017** to the address:

Oregon State University

Attn: Karla Rockhold

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