



Reference Form Graduate Teacher Licensure Programs

Educational Studies: K-12 and Secondary Programs
Post-Baccalaureate and Master of Arts in Teaching

Note to Applicant: To be filled out by the applicant prior to the reference completing his/her portion. Please include a self addressed and stamped envelope with this form:

_____ I hereby waive my right of access to this reference.

_____ I do not waive my right of access to this reference.

Signature Date

Applicant's name _____

Intended Program (Check One):

- Teaching Certificate only Masters degree with teaching certificate (MAT)

Intended time for taking courses (Check One):

- Weekend courses Tuesday night courses

Note to Reference: both the applicant and the graduate coordinator will appreciate you completing this form and returning it no later than _____.

1. I have known this person:

- _____ less than one year _____ casually _____ one to two years
_____ fairly well _____ more than two years _____ very well

2. In the relationship of (Check all that apply):

- _____ student in class _____ volunteer _____ employee
_____ colleague _____ other (specify _____)

3. Based on your ratings of the applicant (see reverse side of this form), please indicate your recommendation below:

- _____ I recommend the applicant without hesitation.
_____ I recommend the applicant with some hesitation (please explain in comment section).
_____ I do not recommend the applicant for admission to the graduate teacher licensure program in Educational Studies: K-12 and Secondary Programs (explain in the comments section).

4. In rating the applicant in the areas below, please keep in mind the comparison group you indicate below:

- _____ Undergraduates _____ Master's student _____ Other (specify: _____)

(Over)

Applicants in all teacher licensure programs at MSU must document, at minimum, a satisfactory performance on all of the dispositions. Listed below are the dispositions associated with professionalism. A disposition is a state of mind that leads one to act in certain ways; dispositions are reflected through behaviors.

| Unaware (1) | | Basic (2) | Developing (3) | Secure (4) | | | |
|---|---|---|--|---|----------|----------|--|
| The applicant's behaviors do not reflect the disposition. May be unaware of need for disposition. | | The applicant's behaviors begin to reflect the disposition. However, implementation is not always consistent or successful. | The applicant's behaviors consistently reflect the dispositions. | The applicant's behaviors frequently go above and beyond expectations. Shows leadership or passion. Engages in proactive behavior successfully. | | | |
| Domain D: Professionalism | | | 1 | 2 | 3 | 4 | |
| Respectful relationships | Interacts with others (i.e., co-workers, parents) in a positive, professional manner | | | | | | |
| | Perceives and honors the physical, emotional, and social boundaries of others | | | | | | |
| | Perceives and honors diversity among groups of people and individuals based on age, ethnicity, race, socioeconomic status, gender, exceptionalities, language, religion, sexual orientation, and geographical area. | | | | | | |
| | Listens and values others' ideas | | | | | | |
| Integrity | Adheres to the guidelines for ethical conduct | | | | | | |
| | Maintains confidentiality | | | | | | |
| | Values and demonstrates honesty | | | | | | |
| Responsibility and work ethic | Arrives on time and completes assigned tasks on schedule | | | | | | |
| | Accepts personal responsibility for one's own actions | | | | | | |
| | Arrives ready and able to support others' intellectual, academic, social, and emotional growth | | | | | | |
| Commitment to teaching and professionalism | Engages in professional growth: reading, scholarly work, conferences, workshops and further coursework | | | | | | |
| | Uses proper grammar and vocabulary in written and oral communication | | | | | | |
| | Maintains personal hygiene | | | | | | |
| | Dresses appropriately | | | | | | |
| Comments: | | | | | | | |

Name of Reference: _____ Position: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Signature: _____ Date: _____

Mailing address: Graduate Coordinator, Educational Studies: K-12 and Secondary Programs, 313 Armstrong Hall, Mankato, MN 56001. (507)-389-6116 Karla Worden: Administrative Assistant or (507)-389-1965 Vicky Hudson: Administrative Assistant.