



Reference Form
MN Teacher Alternative Preparation 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 MN TAPP Track (Check One):

- Teaching Certificate only Masters degree with teaching certificate

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.