

Letters of Recommendation

Two letters of recommendation are required: One on school letterhead from a public school teacher and one from other sources.

Instructions to the Applicant:

- ❖ Letters of recommendation are non-confidential. Letters need to be scanned if electronic and original letters if submitted on paper. For identification purposes, please include your CSUSM student ID number or the last four digits of your Social Security Number on each letter.
- ❖ Applicants must submit two letters of recommendation:
One letter on school letterhead from a public school teacher with whom the applicant has worked in a K-12 Classroom
One letter from other persons who are knowledgeable about the applicant's personal qualities and professional potential.
- ❖ Appropriate persons to write the two additional letters include (but are not limited to):
 - A current or former employer or supervisor
 - The leader of an organization in which the applicant has worked or belonged (including community, youth, and religious organizations)
 - A K-12 educator with whom the applicant has worked in a school setting (in addition to the required teacher letter)
 - The applicant's former K-12 teacher with whom the applicant has maintained contact
- ❖ Letters from the applicant's family members are not appropriate

Instructions to the recommender:

- ❖ In your letter, please provide a candid assessment of the applicant and her/his qualifications for admission to a teacher education program. It would be helpful if you comment on as many of these qualities as you have observed:
 - Academic achievement and writing skills
 - Maturity and responsibility
 - Receptivity to mentorship
 - Dependability
 - Initiative
 - Flexibility
 - Interpersonal communication skills
 - Social and cooperative skills
 - Sensitivity to Diversity
 - Professional demeanor
 - Abilities and experiences with children and youth
- ❖ Please indicate how long and in what capacity you have known the applicant.
- ❖ Please indicate the strength of your recommendation: Recommend with reservations, Recommend, Highly Recommend.