

Use this form when your reference cannot access the online recommendation form. After completing Part 1, forward this form to your reference for completion of part 2.

**PART 1: TO BE COMPLETED BY APPLICANT**

Applicant's Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email: \_\_\_\_\_ Content Area: \_\_\_\_\_

**Instructions for the Applicant**

Contact three (3) individuals to write letters of recommendation on your behalf. These individuals should be familiar with your strengths, academic qualifications, past accomplishments, and be able to speak to your potential success as a teacher and a graduate student. Name your references on your COE Licensure Track Application (Mākālei) in the Three Professional References & Three Letters of Recommendation section of the Licensure Track Admission Checklist. An email will be sent to your references with a link to submit their letters electronically. If they do not receive an email, please check for typos in their email address and ask your reference to check their spam folder. It is your responsibility to ensure that all letters are received by the application deadline. We encourage you to check with your references and remind them of the deadline.

**PART 2: TO BE COMPLETED BY REFERENCE**

Thank you for agreeing to serve as a reference to an applicant of the Master of Education in Teaching program. We ask for your candid and honest assessment of the applicant's potential to succeed as a graduate student and as a teacher. Letters should be received by March 1. Electronic submission via the link provided to you in email is preferred, but you may also fax or mail this form to:

Fax: 808.956-4271

Mail: Office of Student Academic Services

1776 University Avenue, Everly Hall 126, Honolulu, HI 96822

**About the MEdT Program**

The Master of Education in Teaching (MEdT) program is a two-year, field-based program designed for those pursuing a career in teaching who have earned baccalaureate degrees in fields other than education. Upon successful completion of this Master's degree, candidates will be recommended for an initial teaching license to the Hawai'i Teacher Standards Board to teach elementary (K-6), secondary (6-12), or Hawaiian Language Immersion (K-12) in a general education classroom. Programs offered at the secondary level are English, Hawaiian Language, mathematics, science, or social studies. Candidates in the dual secondary and special education cohort will also be eligible for a mild/moderate special education license. For more information about the MEdT program, please visit our website: <http://tiny.cc/medt>

1. Approximately how many years have you known the applicant? \_\_\_\_\_

2. How well do you feel you know the applicant?  Casually  Well  Very Well

3. What was the nature of your contact with the applicant?

- Teacher in one class   
  Teacher in more than one class   
  Supervisor  
 Research Advisor   
  Major Advisor   
  Co-worker   
  Personal  
 Not Listed (Specify): \_\_\_\_\_

4. Please rate the applicant in the areas indicated

		Truly Exceptional (top 5%)	Outstanding (top 10%)	Very Strong (top 25%)	Average (top 50%)	Below Average (<50%)	Unable to rate/Not Applicable
1	Knowledge in proposed content area						
2	Ability to grasp new concepts						
3	Originality, intellectual creativity						
4	Demonstrates professional curiosity						
5	Written communication						
6	Oral communication						
7	Ability to work collaboratively						
8	Ability to analyze problems / formulate solutions						
9	Planning and organizational skills						
10	Attention to detail						
11	Perseverance toward goals						
12	Self-motivation						
13	Ethics and integrity						
14	Ability to manage stressful situations						
15	Ability to reflect						
16	Embraces diversity						
17	Potential as a researcher						
18	Potential as a teacher						

5. Which two of the above characteristics would you say best describe the applicant? Please elaborate on your ratings using specific examples/evidence.



6. Please share your perspective on the suitability of the applicant for the teaching profession and graduate study in the Master of Education in Teaching Program.

7. Please provide the most compelling reason for us to admit the applicant and explain your reasoning.

8. Do you have any additional information related to the applicant's character or abilities that you think the admissions committee should consider when reviewing the applicant?

9. Overall Recommendation

Recommend Enthusiastically

Recommend with Confidence

Recommend

Recommend with Reservation

Do not Recommend

Your Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Signature: \_\_\_\_\_ Email: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

