

**BACHELOR OF ARTS URBAN EDUCATION
 ELEMENTARY EDUCATION**

LETTER OF RECOMMENDATION FORM

(To be completed by 50 service learning hours supervisor)

Name of Applicant: _____ UIN _____
 Name of Referent: _____ Title: _____
 Name of Agency: _____
 Address of Agency: _____ City: _____
 Phone of Agency: (_____) _____ Ext. _____ Email: _____

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you will have access to the information provided in letters of recommendation unless you have waived such access. Please sign and date below to inform us of your decision. Your choice will not affect your eligibility for admission.

I hereby **waive** my rights of access
 to the letter of recommendation
 prepared in response to this request

OR

I **do not waive** my rights of access
 to the letter of recommendation
 prepared in response to this request

 Signature of applicant Date

 Signature of applicant Date

If section is not completed, applicant automatically waives his/her right to access.

THIS SECTION TO BE COMPLETED BY REFERENT

Please answer the following questions and complete the rating sheet on the next page.

1. How long and in what capacity have you known this applicant?

2. Please check appropriate grade level. K-3 _____ 4-5 _____ 6-8 _____

The elementary education program at UIC wants candidates who have strong potential for working in urban schools and who have demonstrated initial understandings, abilities, and competence to do so. We want candidates to have experiences working and interacting with diverse students for the grades they are seeking licensure. Using the rating scale below, please evaluate the applicant in comparison with other individuals whom you have known at a similar stage in their careers.

Professional Qualities	Below Average	Average	Above Average	Outstanding	Not Observed
a. Ability to perceive and constructively use various viewpoints					
b. Ability and willingness to reflect and think critically					
c. Commitment to help all children learn regardless of circumstances					
d. Ability to hold to a professional ethic of caring and responsibility for children					
e. Ability to interact positively with all children					
f. Openness and ability to adapt, learn, and change					
g. Commitment to intellectual pursuit, defines teaching in this way					
h. Ability to communicate orally					
i. Ability to communicate effectively in writing					
j. Ability to organize and prepare					
k. Is punctual/Is responsible					

Please elaborate more specifically on one or more of the professional qualities rated above. You may also describe any other factors that you believe may have bearing on the candidate's potential success as a teacher. Use the space below to write your comments and attach an additional page if necessary.

_____ Date _____

Signature (*Signature verifies that the applicant has satisfactorily completed a minimum of 50 service learning hours.*)

Name of Referent, Please Print

May we contact you if additional information is necessary? _____

Referent:

Please email a PDF version of this completed form to the Council on Teacher Education at uic_cte@uic.edu.