

Graduate School of Education
Continuing Education

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DIRECTIONS FOR LETTERS OF REFERENCE
Library Media Programs
Recommendation for Admission**
Please include this form with each letter.

Name of Applicant _____

Name of person completing this form _____

Your position/title _____ Organization _____

Address _____ City _____ State ____ ZIP _____

Phone _____

Length of time you have known the applicant _____ Capacity _____

Thank you for taking the time to complete this evaluation for the prospective student listed above, who is interested in one of our educational media programs. This information will be used in our programmatic assessment of student learning process and in making decisions about admission. Please review the Graduate School of Education's (GSE) Conceptual Framework before you complete this form, so that you are aware of the shared beliefs and values of the people working in the GSE. It should be included with this form and can also be found at www.pdx.edu/education/conceptual-framework.

___ I am completing this form based upon first-hand (i.e., eye-witness) knowledge of the applicant's work with students and/or clients in a school and/or community setting.

___ Because I have no first-hand (i.e., eyewitness) knowledge of the applicant's work with students and/or clients in a school and/or community setting, I am completing this form based upon my prediction of how the applicant will probably perform with this population.

Please check one box in each row. This form is used for all Graduate School of Education's programs, so not all items may be appropriate for all applicants. Please feel free to use "No Basis for Judgment" when applicable.

The applicant has 1) the ability to and/ or 2) or can learn to:

Quality/ Skill	No Basis for Judgment*	Unsatisfactory*	Emerging*	Proficient*	Exemplary*
Work effectively in diverse settings					
Promote inclusive and/or therapeutic environments					
Critically analyze and implement research-					

Quality/ Skill	No Basis for Judgment*	Unsatisfactory*	Emerging*	Proficient*	Exemplary*
based practices					
Demonstrate appropriate professional knowledge, skills, and dispositions					
Set high, but reasonable, standards for all students/clients and expects them to be met					
Use technology to enhance learning					
influence policy and provide leadership in his or her organization					
Use evidence to address problems of practice					
Express ideas orally and in written form					
Work with others (e.g., students/clients, co-workers, supervisors/employers, parents)					
Handle job-related pressure without losing composure					

* Unsatisfactory-has no or limited skill in this area, Emerging-is currently or will be able to do this adequately following instructions, Proficient-is above average in this area/has or will be able to master it showing initiative, Exemplary -is or will be exceptional in this area, so that others will ask this person's advice beyond his or her own work setting.

Please attach your comments regarding your perception of the candidate's strengths and potential as a _____.

Signature *Date*

** These letters of reference should be completed by professionals or faculty members who have: supervised you in the work place, observed your work with children (for education and school counseling), clients (counselor ed), and/or adult students (PACE) and/or evaluated your academic work.