

(Your Department)

(Date)

To whom it may concern:

I am pleased to write this recommendation for (Name of Student)

(additional commentary)

For your convenience, I have imbedded my recommendation in the following rubric:

(Apply shading to selected areas of reference.)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Exemplary** | **Satisfactory** | **Unsatisfactory** |
| **Academic Performance** | Consistently performed above average on class activities, assignments, and assessments.  | Consistently performed adequately on class activities, assignments, and assessments.  | Consistently performed below average on class activities, assignments, and assessments.  |
| **Character (Face of ASU)** | Obvious passion for and commitment to teaching. Above average independence and maturity level.Interacts with others with great compassion and respect.  | Obvious desire to teach. Acceptable independence and maturity level. Interacts with most with compassion and respect.  | No obvious desire, passion, or commitment to teaching. Lack of independence and low maturity level. Interact with other with lack of compassion and/or respect.  |
| **Disposition (Classroom Community)** | Engaged learner with extraordinary work ethic.Comfort collaborating with all others.Contributes in all group activities and assignments.Confidence when communicating with others individually and in whole class discussions. | Engaged learner with acceptable work ethic. Comfort collaborating with most others.Contributes in most group activities and assignments. Shows some confidence when communicating with others individually and in whole class discussions. | Not an engaged learner; unacceptable work ethic. Uncomfortable collaborating with others. Does not contribute in group activities and assignments. Lack of confidence when communicating with others individually and in whole class discussions.  |

(Closing statement)

(Tele. Number) or via email at (E-mail address).

Sincerely,