

(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,