

**GRADUATE APPLICANT’S PERSONAL REFERENCE FORM**  
(to be completed by supervising administrator)



Department of Early Childhood/Elementary Teacher Education  
The Teachers College

\_\_\_\_\_ has made application for admission to the Master Teacher graduate program at Emporia State University. Using the following scale, please indicate your judgment regarding his/her professional attributes. All responses will remain confidential.

**3 – almost always      2 – usually      1 – almost never      0 – insufficient information**

**The applicant . . .**

- |   |   |   |   |  |
|---|---|---|---|--|
| 3 | 2 | 1 | 0 | 1. has command of the subject matter in his/her teaching fields.                 |
| 3 | 2 | 1 | 0 | 2. understands the processes of learning and the dynamics of behavioral change.  |
| 3 | 2 | 1 | 0 | 3. knows where and how to find information.                                      |
| 3 | 2 | 1 | 0 | 4. practices modeling behaviors consistent with his/her beliefs.                 |
| 3 | 2 | 1 | 0 | 5. is flexible and innovative.   |
| 3 | 2 | 1 | 0 | 6. plans thoroughly, is resourceful, creative and motivating.                    |
| 3 | 2 | 1 | 0 | 7. is skillful and fair in assessment of learning accomplished.                  |
| 3 | 2 | 1 | 0 | 8. is skillful in working with colleagues and parents.                           |
| 3 | 2 | 1 | 0 | 9. provides a constructive, healthy and positive environment for learning.       |
| 3 | 2 | 1 | 0 | 10. has a continued interest in professional responsibilities and opportunities. |
| 3 | 2 | 1 | 0 | 11. recognizes and attempts to meet the needs of individuals.                    |
| 3 | 2 | 1 | 0 | 12. is ethical in professional relationships.                                    |
| 3 | 2 | 1 | 0 | 13. communicates clearly orally and in writing.                                  |
| 3 | 2 | 1 | 0 | 14. overall rating of the applicant.   |

Comments: (use back if needed)

On the basis of the candidate’s overall qualifications and professional performance, I project success in a graduate program to be:  
excellent \_\_\_\_\_ good \_\_\_\_\_ average \_\_\_\_\_ do not recommend \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (print or type)

\_\_\_\_\_  
Position, district

\_\_\_\_\_  
Address, city, zip

\_\_\_\_\_  
Date

**PLEASE RETURN THIS COMPLETED FORM TO:**

Department of Early Childhood/Elementary Teacher Education  
Emporia State University  
1200 Commercial  
Emporia, KS 66801-5087