

LETTER OF REFERENCE SAMPLE FORMAT

The letter of reference or recommendation takes the form of a narrative description that summarizes the student's performance in the student teaching/internship assignment and summarizes the student's demonstrated potential as a licensed teacher. Following is a sample format for a letter of reference/recommendation:

- Description of the setting in which the student teacher/intern worked (e.g., grade level, subject, school, nature of classroom program, student populations, etc.).
- Description of the student teacher/intern activities showing the range of the activities during the semester, including examples of lessons or units taught; subject areas taught; materials created; modes of instruction utilized (e.g., led discussion, created learning centers); the extent of the student's experiences with one-to-one, small- and large-group instruction, etc.
- Planning and teaching skills -- General ability to develop and implement lessons; evidence of creativity and resourcefulness in the student's planning; ability to plan for a range of pupil differences; ability to adapt instructional methods and curriculum materials to the setting in which they are used.
- Relationships with pupils and skills in classroom management -- Ability to initiate and maintain a classroom environment that enables realization of his/her classroom intentions; awareness of what is happening while he/she is teaching; ability to react on the spot to unpredictable events; ability to establish and enforce limits in a humanistic manner; ability to communicate and empathize with pupils; awareness of academic and social characteristics of individual students, etc.
- Commitment to teaching -- Degree to which the student teacher/intern is willing to take responsibility and exercise initiative; degree to which the student teacher/intern can be depended upon to follow through on commitments; ability to evaluate the effectiveness of his/her teaching and to incorporate the results of these self-assessments into future actions, etc.
- Content knowledge -- Knowledgeable of content to be taught at the particular age/grade level; understanding of content that may have preceded this age/grade level and the content that is likely to follow at the subsequent grade level; particular strengths and weaknesses related to specific content areas.
- Human relations skills -- Sensitive to and displays a positive attitude toward individual differences (e.g., intellectual, cultural, social, gender, racial, and physical) within the classroom; generally plays an active role in bringing about an understanding of respect for individual differences through the teaching methods and materials used and through interactions with children and adults.
- Interpersonal skills -- Demonstrates ability to relate well both to pupils and adults with whom he/she works; openness to new ideas and methods; ability to accept constructive criticism in a positive and professional manner.
- Summary -- Student's general success and demonstrated potential as a licensed practitioner.