



REFERENCE FORM

The following information is essential for the consideration of qualified applicants to the **Educator Preparation Program**. Please complete all sections accurately and promptly. Thank you.

SECTION 1: TO BE COMPLETED BY THE APPLICANT

- ✓ Complete reference information
- ✓ Read and sign the authorization statement
- ✓ **YOU MUST HAVE 1 REFERENCE**

Applicant Name: _____

Reference Name: _____ Title in relationship to applicant: _____

Company/School _____ Address _____ City/State/Zip _____ Telephone _____

AUTHORIZATION STATEMENT

I have applied for admission into the Alamo Colleges Educator Preparation Program. I authorize ACEPP to collect any information orally or written about my qualifications and past performance. I will not hold you or the organization liable for supplying any information regarding my employment/education. Thank you for your assistance.

Date: _____ Applicant Signature: _____

SECTION 2: TO BE COMPLETED BY REFERENCE Please circle your evaluation of this candidate.

	1	2	3	4	5
Personal appearance	Poor taste in dress and grooming		Usually Makes a good impression		Excellent appearance; always appropriately dressed
Health and absenteeism	Lacks vitality; frequently absent		Usually well; meets demands		Vigorous; buoyant; energetic
Apparent emotional stability	Moody, unwilling to face reality		Well-balanced emotionally		Emotionally secure; good sense of humor; realistic
Communication skills	Incorrect speech; limited vocabulary		Adequate oral and written skills		Effective communication and expression; skillful
Interpersonal relationships	Cold, hostile, critical; disrespects peers		Usually has respect of peers; sociable		Warm, outgoing kind; always has respect of peers
Dependability	Unpredictable; does not follow through		Usually can be relied upon		Always reliable and punctual

TEACHING EFFECTIVENESS (Circle N/A if Not Observed):

	1	2	3	4	5
Knowledge of subject matter	Inadequate knowledge of content		Acceptable knowledge of subject field		Thorough knowledge of subject; up-to-date N/A
Knowledge of professional education	Narrow/superficial knowledge of concepts		Satisfactory knowledge of concepts		Thorough/workable knowledge of concepts N/A
Attitude toward professional help	Resents suggestions; reluctant to change		Accepts suggestions; adaptable		Profits from help; shows initiative; progressive N/A
Planning and presentation	Lacking in organization; poor continuity		Generally well organized		Timely planning/execution; creative/flexible N/A
Student management	Unable to control pupils in activity		Able to control pupils in activity		Exceptional learning climate N/A
Parent and community relationships	Uninvolved; unconcerned; ignores parents		Cooperative with parents		Active in community; initiates parent contacts N/A

SECTION 3: TO BE COMPLETED BY REFERENCE FOR ALL APPLICANTS

How long have you have you known this applicant? _____ Would you recommend this applicant into this program? _____

What is your official relationship to the applicant? _____

Any comments regarding your knowledge of the applicant's professional expertise are appreciated:

Signature: _____ Date: _____

Official Title: _____ Organization: _____

Address: _____ Phone: _____

PLEASE EMAIL, SCAN, OR FAX

TO: dst-acepp@alamo.edu

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