



**LETTER OF RECOMMENDATION FORM
Middle School Teacher (MST) Positions**

Note to Applicants: You may have received only one letter of recommendation form, but state law requires that we solicit three recommendations for each teacher. Please duplicate this form or download additional copies from the web.

Application Deadline: March 13, 2009 (postmark)

**Reference providers can also submit this information over the web at:
<http://www.wpi.edu/+reach/mstref.html>**

Camp Reach is a two-week summer engineering outreach program at WPI for girls entering the 7th grade. We are seeking middle school teachers (MSTs) whose subjects include math and/or science to be part of the Camp Reach staff. Their duties are from 9am to 5pm, and their primary responsibility is to facilitate teamwork as the girls work to complete real design projects for sponsoring organizations in the Worcester community. Overall leadership regarding the engineering design process is provided by one of the Co-Directors of Camp Reach. We will have three MSTs working with 30 campers. (Other staff members include two co-directors, three female residential assistants who live with the girls in the residence hall, and nine female high school students who serve as 'camp counselors' and assist the MSTs.) The MST positions are open to female or male applicants.

TO BE COMPLETED BY THE APPLICANT:

Name of Applicant: _____

Signature of applicant, releasing the person below to provide the information on this form:

TO BE COMPLETED BY REFERENCE PROVIDER:

Your Name: _____

Position/Title: _____

Telephone (including area code): _____ (Is this __daytime or __evening?)

1. In what capacity, and for how long, have you known this applicant?

(CONT'D)

2. For the qualities listed in the table below, please circle your level of agreement, using the following scale:
 SD=strongly disagree D=disagree N =neutral A= agree SA= strongly agree CE=cannot evaluate

This candidate...

is always reliable when it comes to due dates, meeting times, etc.	SD	D	N	A	SA	CE
is always dependable when finishing assigned tasks.	SD	D	N	A	SA	CE
has good interpersonal skills (can talk easily with new people, etc.)	SD	D	N	A	SA	CE
responds well to unexpected situations (doesn't panic, considers alternative solutions, makes a good decision).	SD	D	N	A	SA	CE
has demonstrated effectiveness in working with 12-year-old girls.	SD	D	N	A	SA	CE

3. Please provide a short description of the applicant's qualities or strategies as a teacher.

4. Do you know of any reason why the applicant would be unsuitable as an adult in charge of 11-12 year old girls? YES NO

5. Overall, I would give the following recommendation (check one):

Strongly recommend *against* hiring Recommend *for* hiring
 Recommend *against* hiring Strongly recommend *for* hiring

6. Please feel free to add any additional comments:

Signature: _____

Date: _____

Thank you for your time. It is very much appreciated!

Mail to:

Suzanne Sontgerath, WPI, Office of K-12 Outreach,
 100 Institute Rd., Worcester, MA 01609

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