

DIRECTIONS and FORMS FOR RECOMMENDATIONS

You need three recommendations. One form must be from the G500 professor, and two from job supervisors. These are two separate forms. Be sure to stress that the recommender answer all items.

Academic Recommendation

The Academic recommendation must be from the IUS professor for G500. **Use the Academic Recommendation Form; sign the top and give it to your G500 professor. The instructor will return it to the program coordinator.**

Supervisor/Counselor Recommendations for Teachers

You must have one recommendation from your current principal or assistant principal. Pick an administrator who knows you well enough to comment on each of the areas listed.

The second recommendation must be from a school counselor in your building. If you do not have a counselor in your building, then the second letter may come from another building administrator or from a central office person who knows you well, or from a colleague who has worked with you in a quasi-supervisory capacity, such as chair of a curriculum committee on which you served.

Supervisor/Counselor Recommendation for Non-teachers:

You must have one recommendation from your current job supervisor.

The second recommendation can be from someone from another agency who has worked extensively with you or someone in a supervisory role in your agency, even if they are not **your** supervisor. It will strengthen your application if this letter is from a principal or counselor from a K-12 school with whom you have worked. It is acceptable for this letter to be from a school where you did volunteer work as long as the letter writer knows you well enough to complete all items.

Have all recommendation sent directly to:

Dr. Mary C. Bradley
School of Education, Indiana University Southeast
4201 Grant Line Road
New Albany, IN 47150

YOU SHOULD PROVIDE THE WRITER WITH AN ADDRESSED, STAMPED ENVELOPE TO FACILITATE THIS PROCESS. Be sure to follow-up with a thank you note!

Letters should reach IUS before April 1. Give your references plenty of time to complete their forms.