



MAJOR ADVISOR RECOMMENDATION FORM

Attention Applicant: Please schedule to meet with your advisor well in advance of the application deadlines of February 1, for Fall admission and placement or September 15, for Winter admission and placement.

Cover Letter For Major Advisor/Department Recommendation Form

Dear Major Advisor:

College of Education seeks your cooperation in the selection of the most promising applicants for admission to one of the teacher certification programs at GVSU. This advisee hopes to be placed in a field practicum (Teacher Assisting) for the semester designated on the form. Please check to determine if your advisee is seeking admission to a program which admits only once per year, such as World Languages for secondary majors.

Please fill out the attached form, submitted by your advisee, who has already filled in their name, student ID number, and semester for field placement. If you do not know this student well enough to complete the form, please ask that the student meet with you or feel free to consult with other members of the faculty in your department who may speak to the student's work. Information provided to the College of Education on this form is kept confidential.

The student is required to submit all application documents simultaneously. Therefore, please place your completed evaluation in the envelope provided, seal the envelope, sign your name across the seal, and return the form to your advisee. Please do not send your recommendation to the College of Education office, as we are unable to accept documents which are not included with the student's application. Thank you for your cooperation in this important process.

Please note that if the GPA is calculated correctly on the student's degree evaluation you will only need to complete section "A" of the recommendation form. If there is a discrepancy with the student's GPA as it reads on the degree evaluation, please complete the entire form (sections "A", "B" and "C"). This form will only be completed for students applying for admission to the teacher assisting program. If you have any questions about completing the form, please call our office at 331-6650.

Thank you for your assistance.

A handwritten signature in cursive script that reads 'Nancy Dausman'.

Nancy Dausman
Associate Director



Major Advisor Recommendation Form

_____ **G** _____
Student's Name *Student's ID Number*

The student designated above requests your recommendation for admission to College of Education and a field placement for the _____ semester of _____.
(Year)

Please supply the following information, enclose this form in the envelope provided, seal the envelope, sign your name across the seal, and return it to the student who is required to submit all admission documentation with the application. Thank you.

A. Information regarding this student's completion of specified prerequisites for Teacher Assisting.

1. Has the student completed the GVSU Basic Skills requirement **or** test equivalent in:

Math 110? Yes _____ No _____ Writing 150? Yes _____ No _____

2. Has the student completed your department's prerequisites for Teacher Assisting?

Yes _____ No _____ Not Applicable _____

3. How many credit hours including transfer credits has the student completed in the major? _____ minor? _____

4. Is the major GPA correct, as provided by the degree evaluation? Yes* _____ No** _____

5. Is the minor GPA correct, as provided by the degree evaluation? Yes* _____ No** _____

6. Based upon the above information and the current degree evaluation, do you find this student is academically prepared to apply for Teacher Assisting?

Yes _____ No _____

7. If GPAs are less than admission requirements, but greater than 2.50, would you recommend this student for Secondary Review Process? (Information is kept confidential)

Yes _____ No _____ Not applicable _____

8. Based upon your personal understanding of this student as a prospective teacher, would you recommend him or her to the College of Education program? (Information is kept confidential)

Yes _____ No _____ With Reservation _____

* If "Yes" to questions 4 and 5, you may stop at the end of this page.

** If "No" to questions 4 or 5, please complete sections B and C on the next page.

Signature(s) of faculty providing information

Name of major advisor, PLEASE PRINT *Date* _____ / _____ / _____

