A blue and red logo with white text

Description automatically generated

***Eden Career Technical Center Cooperative Education***

**Teacher Recommendation Form**

**(Please scan the completed form and email it to** [**cari.tommie@sccboe.org**](mailto:cari.tommie@sccboe.org) **with the student’s name in the subject line)**

has applied for enrollment in the St. Clair County Career Technical Center Work-Based Learning program. Students in this program may receive classroom instruction in workplace practices and procedures and are placed in training stations where they develop skills and obtain valuable experience under supervision. The cooperation of business and industry will **continue only if the students they employ have the proper attitude and interest to profit from on-the-job training toward a career objective/pathway.** Using your knowledge of the student, please rate the student on the characteristics indicated.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rate qualities by checking the proper right-hand column.** | **Poor** | **Below**  **Average** | **Average** | **Above**  **Average** | **Superior** |
| **Dependability**: able to work with little supervision, prompt, sincere, consistent, truthful, follows instruction, etc. |  |  |  |  |  |
| **Cultural Refinement:** Courteous, considerate, good manners, appreciative, etc. |  |  |  |  |  |
| **Leadership:** resourceful, able to inspire others, etc. |  |  |  |  |  |
| **Thoroughness:** accurate |  |  |  |  |  |
| **Ability to get along with people:** adaptable friendly, tactfully, etc. |  |  |  |  |  |
| **Appearance and Grooming:** clean, neat appearance |  |  |  |  |  |
| **Social Habits:** good attitude, self-control, honesty, etc. |  |  |  |  |  |
| **Attendance:** present and on time, begins work without delay |  |  |  |  |  |
| **Mental Alertness:** attentive, interested, observing, eager to learn |  |  |  |  |  |
| **Academic Performance:** completes assignments, follows instructions, meets deadlines |  |  |  |  |  |

**Other Comments:** (use the back of this page for additional comments if needed)

**Employability**

If you were an employer or job supervisor, would you want this student working for you? ( ) Yes ( ) No

Would you be willing for this student to represent the school on the job? ( )

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

(Evaluating Teacher)