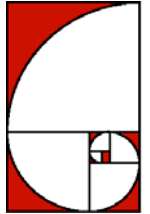


INSTITUTE FOR EDUCATIONAL ADVANCEMENT
APPRENTICESHIP PROGRAM
PROFESSIONAL RECOMMENDATION FORM



POSTMARK DEADLINE FOR PRIORITY SUBMISSION – MONDAY, MARCH 16, 2009
POSTMARK DEADLINE FOR REGULAR SUBMISSION – FRIDAY, MAY 1, 2009

PLEASE TYPE OR PRINT. DO NOT STAPLE ANY ATTACHMENTS TO THIS FORM.

The *Institute for Educational Advancement's Apprenticeship Program* is designed to nurture and support exceptionally able high school youth by placing them with scientists, engineers, artists and other professionals for a three or four week learning experience. Apprentices gain hands-on experience in a real-world setting while working on a specific project.

PURPOSE: The purpose of this recommendation is to describe the applicant's intellectual and personal strengths as compared to other students his/her age and/or in his/her educational environment and highlight the reasons this student should be considered for the *Apprenticeship Program*.

STUDENT NOMINATION AND PROFESSIONAL RECOMMENDATION: The Professional Recommendation must be completed by an academic or extracurricular teacher, administrator, community leader, psychologist, etc. The important factor is that this person must be able to discuss the applicant in comparison to other young people. When submitting the recommendation, please be candid. This letter will be added to the student's application packet, which consists of his/her academic transcript, standardized test scores and portfolio of his/her work.

APPRENTICESHIP PROGRAM SELECTION CRITERIA: Applicants must be current freshmen, sophomores or juniors in high school who demonstrate exceptional abilities, intense focus and an innovative, creative spirit. Candidates must also be mature, responsible and capable of handling the demands of living away from home as well as a rigorous field experience. Students passionate and experienced in the field of interest are preferred.

SECTION I : STUDENT INFORMATION

TO BE COMPLETED BY STUDENT

Last Name _____ First Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone Number _____ E-mail Address _____

SITE PREFERENCE

I have selected to work at the following locations:

First choice _____ Second choice _____ Third choice _____

SECTION II : PROFESSIONAL INFORMATION

TO BE COMPLETED BY PROFESSIONAL

Last Name _____ First Name _____

Title _____ Organization/Company _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone Number _____ E-mail Address _____

(Continued on next page)

SECTION III : QUESTIONS

1. What is your relationship to the applicant? _____

2. How long have you known the applicant? _____

3. Describe your experience with high school students: _____

4. In what area(s) does this student excel? Select all that apply:

Math Science Humanities Art History Music English/Writing

Other _____

SECTION IV : LETTER OF RECOMMENDATION

Please write a short letter of recommendation that addresses the questions below and submit with this form. Should you have any questions about the *Apprenticeship* Program, please call (626) 403-8900 and ask for the *Apprenticeship* Program Coordinator or visit the *IEA* web site at www.educationaladvancement.org.

- In what ways does the person you are recommending fit the criteria for the *Apprenticeship* Program?
- What is the applicant passionate about? How is this passion exhibited?
- Recalling a specific project or instance from the past, please illustrate the applicant's strengths as they distinguish him/her from others.
- What impresses you most about this particular student and how does he/she stand out from other students? Please use a specific event or experience to illustrate your point.
- How does the applicant work with adults? With other students and peers?
- What contributions do you think this student would make to the *Apprenticeship* Program?
- How do you feel the student could benefit from this Program?

PLEASE PAPERCLIP YOUR LETTER TO THIS FORM AND SUBMIT IT TO:

Apprenticeship Program
Institute for Educational Advancement
625 Fair Oaks Avenue, Suite 285
South Pasadena, CA 91030

Phone 626-403-8900 / Fax 626-403-8905
apprenticeship@educationaladvancement.org
www.educationaladvancement.org

PLEASE FEEL FREE TO PHOTOCOPY AND DISTRIBUTE THIS FORM. DO NOT STAPLE.