



Rekomendacijų rašymo dirbtuvės



A U.S. Department of State Network

Holistinis požiūris į studentų priėmimą



**AKADEMINIS
IŠRAŠAS**



**MOTYVACIJOS
LAIŠKAS**



REKOMENDACIJA



EGZAMINAI

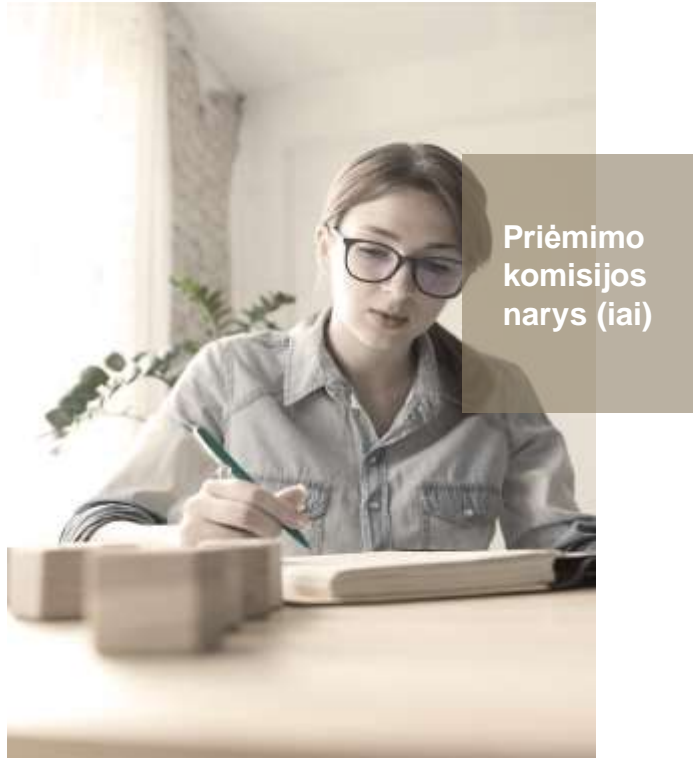


INTERVIU



PORTFOLIO

Kas skaito



Priėmimo komisijos narys (iai)



Dėstytojas (ai)

Rekomendācijas laiškas



*“Informed academic assessment
of an applicant’s suitability
for further study”*

Ar rekomendācijas laiškas bus skaitomas?

1	Top few of the recommender's career; extraordinary performance and impact in the classroom; <u>multiple examples</u> to illustrate an <u>outstanding mind</u>
2	Very strong support; provides <u>clear example(s)</u> of a <u>fine mind</u> ; wonderful contributor who elevates discussion with unique insight
3	Strong support; excellent student; <u>frequently adds</u> to discussion
4	Standard positive support with <u>some</u> examples
5	Mixed comments; and/or <u>muted</u> support; and/or <u>absence of examples</u>
6	The recommender <u>doesn't support</u> the student or writes particularly <u>negative</u> comments <input type="checkbox"/>

Prieš rašant



KADA

Spalis - gruodis

Vasaris - balandis

KIEK



Mokinys

Kokybė

Laikas

**PRIEŠ
RAŠANT**

Rekomendacijų tipai

Siunčiama paštu

Įkeliamą internetu

Rekomendacijos
blankas
/Klausimai

Laisva forma

Vienam universitetui

Keliems universitetams

Mokytojo dalykininko
Klasės auklėtojo
Jungtinė
Mokyklos administracijos

JAV specifika: Teacher/ Counselor



KULTŪRŲ SKIRTUMAI

NIEKADA nerašo rekomendacijų
sau

Mokytojai TURI rašyti
rekomendacijas

Confidential

Išlaiko archyvą

Pasiruošę komentuoti ir
komunikuoti su universitetais

Kiek laiko ir kokį dalyką dėsto mokytoja/-as
Universitetų/ studijų programų, į kurias stojama, sąrašas
Deadline'ai
Pažymiai nuo 9 kl.
Ar manai, kad Tavo pažymiai atspindi Tavo gebėjimus? Kodėl?
Akademinių pasiekimų sąrašas ir projektai
Pasiekimų ir apdovanojimų sąrašas
Kaip prisidėjai/prisidedi prie mano dėstomo dalyko pamokų?
Kurios temos mano pamokose Tave labiausiai sudomino?
Kokiais pasiekimais mano pamokose labiausiai didžiuojiesi? Kodėl?
Kodėl pasirinkai mane kaip rekomendacijos laiško rašytoją?
Užklasinės veiklos aprašas
Ateities planai
Studijų programai svarbios asmeninės
savybės (2-3)
Motyvacijos laiško juodraštis

Informacija iš mokinio

Laiško turinys: PRISISTATYMAS

Vardas, pavardė

Gimnazija

Pareigos, kvalifikacija

Ryšys su mokiniu (dėstomo dalyko mokytoja, klasės auklėtoja, užklasinės veiklos vadovė ir t.t.)

Laiško turinys: AKADEMINĖ INFORMACIJA

Mokinio darbas klasėje

timely, organized, creative, thorough, neat, insightful, unusual

Dalyko žinios

Motyvai mokytis

Gabumai pasirinktoje srityje

Gebėjimas dėstyti mintis raštu

Gebėjimas koncentruotis

Kiti įgūdžiai, svarbūs pasirinktai sričiai

Loginis mąstymas

Iškalba

Mokinio santykis su kitais mokiniais/ suaugusiais

Ar yra mėgiamas? Ar juo pasitikima? Ar iš jo tikimasi pagalbos?

Lyderystė

Ar imasi atsakomybės ir lyderystės, ar mieliau vadovaujasi nurodymais? Ar geba efektyviai dirbti mažose grupėse? Ar aktyviai dalyvauja pamokos veikloje, diskusijose? Ar geba dirbti savarankiškai? Ar padeda silpnesniems mokiniams?

Laiško turinys: AKADEMINĖ INFORMACIJA

Mokinio darbas klasėje

If you teach English/history:

You MUST address how well they read. Complex things? Archaic things? Do they see nuance and tone and subtext? You MUST also address how well they write. Is it organized? Creative? Logical? Intuitive? Functional? Do they have a strong voice? Can they be funny? Formal?

If you teach math/science:

You MUST address how the student analyzes information/handles abstraction. Are they good at categorizing? At visualizing? At explaining? How do they tackle a new topic or strange problem? Think about what their homework/tests LOOK LIKE when you grade them. What does that tell you about how they think?

Laiško turinys: AKADEMINĖ INFORMACIJA

Mokinio požiūris į nesėkmes/ iššūkius/ pastabas

Ar mokinys susidūrė su akademiniais iššūkiu/ sunkumais/ nesėkme?

Ar geba priimti kritiką? Kaip reaguoja į žemesnius įvertinimus? Ar yra kada gerai susitvarkęs su iškilusiais sunkumais?

Kaip reaguoja į akademinis iššūkius? Ar ieško pagalbos? Prašo papildomo darbo?

Jei pažymiai pagerėjo, kaip tai nutiko?

Ar mokinys geba sekti savo mokymosi progresą?

Ar atsižvelgia į pastabas/ patarimus? Ar mokosi iš savo klaidų?

Laiško turinys: AKADEMINĖ INFORMACIJA

Reitingavimas

Below Average

Average

Good (above average)

Very Good (well above average)

Excellent (top 10%)

Outstanding (top 5 %)

Top Few (top 1 %)

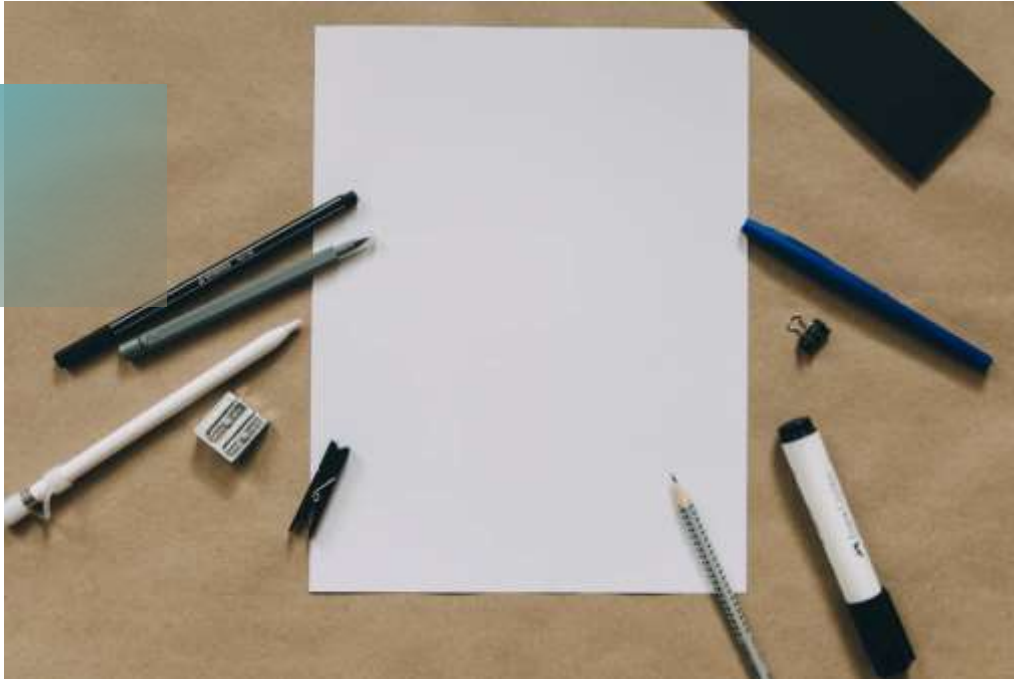
Laiško turinys: ASMENYBĖ

Užklasinė veikla
Iniciatyvumas
Lyderio savybės
Darbas grupėje
Atsakomybė
Gebėjimas adaptuotis

Emocinė branda
Tikslo siekimas
Kūrybiškumas
Gebėjimas bendrauti
Karjeros planas

Laiško turinys: ĮGŪDŽIAI

SKILLS



Assertiveness
Responsibility
Self-management skills
Communication skills
Collaboration skills
Independent work skills
Critical-thinking skills
Study skills
Technological skills
At ease with diversity
Creative thinking
Ability to follow directions
Having personal goals
Being engaged
Stress management
Seeking assistance when needed

Laiško turinys: UŽBAIGIMAS

Bendro pobūdžio frazė

"[Full Name] carries my strongest recommendation."

Ką studentas „atsineš“ į universitetą (ne kodėl vertas būti priimtas)

Svarbiausių savybių/ pasiekimų apibendrinimas

Galimas emociingas užbaigimas: ko išmokote iš mokinio. Sėkmės palinkėjimas ir pan.

Writing guide for counselors and teachers



How counselor letters add value

Counselors provide a view of an applicant within the context of an entire graduating class and school community, addressing a student's academic achievements, extracurricular accomplishments, and personal interests and goals, without repeating what is in the application.

How teacher letters add value

Teachers write from the vantage point of the classroom, using their firsthand knowledge of a student's intellectual curiosity, creative thought, quality of writing, class behavior, and work habits to depict the student as a scholar.

Leadership

Counselors

Anecdotes describing leadership in clubs, sports, and other pursuits in the school and community

Teachers

Examples from the classroom, such as leadership during class discussions and with group projects and assignments

Ability and willingness to enhance the learning of their peers



Academic achievement

Counselors

An explanation of the student's transcript and test scores within the context of the school and graduating class, including unusual circumstances with course selections or performance

Context for and rationale behind specific awards and honors

Teachers

Insights about classroom performance and approaches to specific projects and assignments

Topics where the student excelled or exhibited particular interest

Willingness to seek help when needed

Growth

Growth measured over the course of the high school career, including academic progress and social-emotional development and maturation

Growth over the course of the class, or since the last time the teacher taught the student, including the willingness to be challenged and learning from the experience

Engagement	<p>Level of involvement in school, family, and community</p> <p>Particular experiences that have shaped the student</p>	<p>Class participation, contributions to discussions, desire to engage with the learning process beyond what's expected of the class</p>
Resilience	<p>Response to challenges impacting overall academic performance</p> <p>Hardships and obstacles faced or overcome, such as school transfers, family situations, illness, or personal struggles</p>	<p>Reaction to academic setbacks such as failing a test or not understanding a concept</p> <p>Response to personal challenges that may have affected attendance in class or the ability to be present and learn</p>
Character	<p>Personal interactions with the student and observations of how the student interacts with other students and faculty</p> <p>Anecdotes that highlight empathy or concern for others</p>	<p>Personal interactions with the student and observations of how the student engages with peers in class discussions and group projects</p> <p>Willingness to assist other students</p>

KAIP SIEKTI INDIVIDUALUMO?

Išskirti 2 / 3 pačias svarbiausias savybes

Paremti šias savybes konkrečiais pavyzdžiais

Pateikti mokinio pasiekimus ir gebėjimus lyginant su kitais mokiniais
Vienas iš 5 geriausių/pažangiausių/aktyviausių

Nežymiai įpinti kritikos
kuklus/atkaklumas virstantis jaunatvišku užsispyrimu, bet supranta ir pasitaiso...



Writing effective letters of recommendation



Your student has a reason for asking you. Find out what it is.

By understanding your student's motivations — what they learned, how you challenged them, what they enjoyed, how they grew — you can turn an effective letter into a truly compelling one.

Tell a story that only you can tell.

Colleges don't need a recap of things they will read in the application. They need your unique insights on what makes that student a scholar, friend, competitor, leader, citizen, humanitarian, classmate — whatever role you see them in on a regular basis.

Anecdotes outshine adjectives. Always.

Storytelling is a powerful device. Two sentences recounting how a student organized a community fundraiser are infinitely more effective than a few generic leadership descriptors.

Colleges value candor, not perfection.

Students — and teenagers in particular — are works in progress. By offering an honest assessment of your students' strengths as well as the areas where they are working to improve, you enhance your own credibility as a recommender.

Make your letter about your student, not yourself.

Context is helpful. If this is one of the best students you've taught, supervised, or coached in a 25-year career, say so. But every word you use to describe your syllabus or credentials takes away from your description of your student.

Form letters are convenient but counterproductive.

Relying on pre-written letters or paragraphs may save time, but personalizing your letter will help you be the advocate your student needs.

Consider sharing your letter with a colleague before sending.

Aside from the extra proofreading safeguard, a peer review from someone else who knows your student can help ensure that what you intended to write and what you have actually written are the same thing.

It's okay to say no.

If you're not in a position to write a supportive letter on behalf of a student, you should say so. If you can help that student identify a recommender who might be a better fit, all the better.



Kiti mokyklos ruošiami dokumentai



A U.S. Department of State Network

Academic Transcript/ Record

Apimtis: 1 lapas
Mokyklinis firminis blankas
Data
Antspaudas
Parašas
Kiek metų mokinys mokėsi
Metiniai pažymiai
Planuojami laikyti brandos egzaminai
Vertinimo sistemos aprašymas
Data, kada bus išduotas Brandos atestatas



Developing a school profile

What is a school profile?

A school profile is a document that provides contextual data about a high school community. The school profile may include information such as:

- Student demographics
- Curricular offerings
- Grading systems
- Special programs
- School policies

Counselors can upload a copy of their school profile in the profile section of the Recommender System. If your high school uses a college and career readiness platform that integrates with Common App, you will manage the school profile upload directly in the software you use. When you submit a school report for each student, Common App will include your school profile.

- School and community facts
- School staff and contact information
- Grading system and related procedures
- Standardized test score information (if applicable)

- Overview of student educational outcomes
- Curriculum description, including special features
- Other unique information about the school, program, or curriculum

Academic curriculum	Grading systems	Postsecondary opportunities	School community
<ul style="list-style-type: none">• Course listing• Graduation requirements• Curriculum overview• Institutional policies	<ul style="list-style-type: none">• Grading policies• Class rank• GPA distribution	<ul style="list-style-type: none">• College-going rate• College destinations• Standardized testing	<ul style="list-style-type: none">• Community overview• Neighborhood• Student demographics• Enrollment

School profile tips

- **Keep it brief:** Aim for a profile that's 1–2 pages long to make it easy for readers to digest.
- **Advocate for your students:** Consider which of the 14 elements best capture your school community and ensure those elements are included in your school profile.
- **Highlight unique attributes:** Even if something seems standard for your school, it's important for colleges to have the context.
- **Add visual appeal:** Opt for bullet points, graphics, and charts over paragraphs of text.
- **Take care when embedding links:** It's okay to provide links to helpful pages (such as the student handbook or a special program), but keep in mind that application readers may not be able to click on links. You can use shortened URLs or QR codes to ensure the links are accessible.
- **Be consistent:** Ensure all counselors and school officials have access to your latest school profile and are reporting the same data.
- **Update yearly:** This ensures the information you share is current.
- **Make it easy to find:** Publish your school profile on your school's website and use an intuitive file name that's easy to search for.

School Profile



[Who We Are](#) [Membership](#) [Events](#) [Resources](#) [Edu](#)

BEST PRACTICES FOR DEVELOPING A SCHOOL PROFILE

The school profile can help a college admission officer, among other stakeholders, “decode” information about a secondary school quickly and easily. Explore best practices for developing and understanding school profiles.

SCHOOL PROFILES – MEMBER EXAMPLES

This online resource is intended to help secondary schools to create or improve school profiles, using examples from their NACAC peers.

TRUSTED SOURCES: IMPROVING SCHOOL PROFILES

School profiles are an important tool in the college admission process. NACAC has compiled this list of trusted sources to offer additional insight on school profiles and other similar counseling resources.



<https://www.nacacnet.org/school-profiles/>

educationusa.state.gov