



Docent Program

High School Teacher Recommendation Form

To The Student:

This form is to be completed by a school faculty member. You may submit an application without this form; however, the recommendation form must be submitted by the application deadline in order to be considered complete. If you have already graduated from high school, you may omit this form. You may submit additional letters of recommendation; however, these documents should not be submitted in place of this form. Please *do not* submit copies of your school transcripts.

To the Evaluator:

The student listed below is applying to the New York Aquarium Education Department's Docent Program. The Docent Program is designed to be a rewarding volunteer opportunity that allows its participants to assist our conservation efforts by educating guests visiting the New York Aquarium. Through interpretation and mini lectures at aquarium exhibits, touch pools, boardwalk programming, and special events, docents interact with thousands of visitors from all over the world.

The Docent Program is a highly competitive and unpaid volunteer opportunity. We recruit high school students from public & private schools within New York City and neighboring counties. Space in this program is limited. We are looking for enthusiastic, outgoing, creative, motivated, team players, who have an interest in science, education, or conservation. Prospective docents should also have the ability to adapt to a fast paced environment. Your insight regarding this student is important to us and we would appreciate your candid responses to the questions below. Please feel free to attach a separate sheet of paper, if needed.

If you have any questions regarding the program, please call the Coordinator of Volunteers at 718-265-3450, Saturdays-Thursdays, between 2pm and 4:30pm.

Student's Printed Name _____
School _____

Teacher's Name _____
Work Phone _____ Work Fax _____
Business E-mail _____
Subject Taught _____ Signature _____

Recommendation Submission Deadline: 4:00pm (EST), Friday, May 1, 2015.

Complete and return by mail to: Coordinator of Volunteers, New York Aquarium, Education Department, Surf Avenue @ West 8th Street, Brooklyn, NY 11224. Recommendation form may also be submitted by e-mail at nyadocent@wcs.org.

1. In what capacity and for how long have you known this student?

2. In what way have you observed this student's interpersonal skills?

3. Does this student have a well developed interest or background in aquatic science, biology or conservation? What special projects or studies has he/she undertaken?

4. Which best describes this student's relationship with their peers? Please explain your selection.
 ___ shows leadership ___reserved ___ is easily accepted by peers ___ prefers to be alone

5. What other comments can you offer in support of this student's application to become a New York Aquarium Docent?

6. How would you rate this student's ability to be able to work with the public? Please check the rating that best describes this student.

- Outstanding** - Student has excellent oratory skills, commands attention, and uses visual aids effectively.
- Excellent** – Student speaks very well, has a good command of attention, and uses visual aids well.
- Good**- Student is comfortable giving presentations, makes an effort to uses visual aids, and able to command attention for a short time.
- Not Applicable (N/A)** - I have not had the opportunity to observe this student's ability to work with the public.

Please evaluate this student. Place an "X" mark under the appropriate rating for each quality.

1=Outstanding 2=Excellent 3=Good 4=Average 5=Fair 6=Below Average U=Unknown

	1	2	3	4	5	6	U
Oral Communication Skills							
Common Sense							
Curiosity							
Creativity							
Dependability							
Sense of Responsibility							
Self Motivation							
Ability to work in a group							
Reaction to Criticism							
Regard for Authority							
Regard for Rules							
Cooperation							
Flexibility							
Sensitivity to feelings of others							
Ability to follow directions							

Thank you for your time and input.