



Submitting an Instructor Recommendation

The CGTC Foundation requires each student to receive a recommendation from his/her **current instructor** in order to be considered for a scholarship. Students will request a recommendation from an instructor via the online scholarship application system; instructors will receive an email from **cgtcfoundation@awardspring.com**.

Recommendation Request

Hi Robbie,

The Foundation requires an instructor recommendation for every scholarship applicant. These recommendations play an important role in determining scholarship recipients. The student will NOT have access to your recommendation and your responses will not be shared with the student.

Robbie Parks has asked for you to submit a letter of recommendation on his or her behalf.

I am in your English 1101 class. Please submit a recommendation for me. Thanks.

Please submit your [recommendation here](#) so Robbie can apply for opportunities.

Thanks,
Central Georgia Technical College Foundation

Prefilled content – this may vary on the actual recommendation request that you receive.

[CLICK HERE TO UPLOAD RECOMMENDATION](#)

Frequently Asked Questions

Q: What information should be included in the recommendation?

A: Our scholarship reviewers would like to know your perception of the student's academic progress, attendance, leadership, potential for success, and work habits. Feel free to add anything else that you feel would help the student.

Q: How long should the recommendation be?

A: The recommendation should only be as long as needed to speak to the topics above. The recommendation is not intended to be burdensome to instructors.

Q: What is an example of an acceptable recommendation?

A: While there is no required template, following is an example of an instructor recommendation:

I would like to recommend Jane Doe for a scholarship. Jane completes her work according to the class schedule and her grades reflect her commitment to excellence. She attends class per the course requirements and demonstrates an ability to set and achieve goals.

Q: I teach this student online and have not met the student personally. How can I write a recommendation?

A: The recommendation should be a reflection of the student's academic progress in your class. Does the student complete assignments on time? Does he/she actively participate in online discussion forums (if assigned)? These are examples of topics that you can reference in your recommendation.

Q: What if I do not feel that I can give the student a “good” recommendation?

A: We encourage you to be candid in your response and indicate why you feel that you cannot provide a recommendation for the student. An example of such a response might be:

I do not feel that I can recommend Jane Doe for a scholarship. She is consistently absent from class and does not turn in assignments in a timely manner.

Q: I am not an instructor – should I provide a recommendation?

A: No. Please forward the recommendation email that you receive from the student to Alicia Long at along@centralgatech.edu with a message indicating that you are not an instructor.

Q: I do not know this student in any capacity – what should I do?

A: Please forward the recommendation email that you receive from the student to Alicia Long at along@centralgatech.edu with a message indicating that you do not know the student.

Submitting a Recommendation for a Student

When you click the link from the email, you will be taken to the online system. This is what the recommendation form will look like:

The screenshot shows a web form titled "Letter of Recommendation for Student". It contains the following fields and elements:

- Recommender First Name:** Text input field containing "Robbie".
- Recommender Last Name:** Text input field containing "Parks".
- Recommender Email Address:** Text input field containing "rparks@centralgatech.edu".
- Letter of Recommendation:** A section with the heading "Letter of Recommendation" and the instruction "Write a recommendation below." followed by a large text area.
- Upload File:** A button with the text "Upload File".
- Submit Recommendation:** A yellow button with the text "Submit Recommendation".

Annotations with arrows point to the form elements:

- A bracket on the right side of the first three input fields is labeled: "Your name and email address. This should already be prefilled."
- A bracket on the right side of the text area is labeled: "This is where you will type your recommendation for the student. You can also copy and paste from Microsoft Word."
- An arrow points from the "Upload File" button to the text: "Disregard the Upload File button."
- An arrow points from the "Submit Recommendation" button to the text: "Click when you are ready to submit your recommendation."

After you click the Submit Recommendation button, you will receive confirmation that the recommendation was uploaded successfully:

Your recommendation letter has been submitted.

Thank you for your part in helping our students! If you have any questions regarding the instructor recommendation process, please contact **Alicia Long** at (478) 218-3311 or along@centralgatech.edu.