

confidential academic reference form

REQUIRED FOR ALL HECUA PROGRAMS (references must be from an educator/instructor)

Please return the completed form to HECUA at the address below or provide to student to include with application.

Higher Education Consortium for Urban Affairs
2233 University Avenue West, Suite 210
St. Paul, MN 55114

Tel: 651-646-8832 or 800-554-1089
Fax: 651-659-9421
Email: info@hecua.org

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To be completed by the student:

Student Name: _____ HECUA Semester Program Title: _____

College/University: _____ Term: (e.g. Fall 2005) _____

Name of Reference: _____

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To be completed by academic reference: (Please note applications cannot be reviewed until reference is submitted to HECUA).

A. Acquaintance with applicant:

I have known the applicant for:

_____ years, _____ months

Check all that apply:

- ☐ The applicant is/was in a class I teach.
- ☐ I know the applicant through discussions outside the classroom.
- ☐ I am an academic advisor to the applicant.
- ☐ Other (please specify)

B. Please rate the student on these characteristics:

Excellent	High	Average	Low	Unknown	
CHARACTERISTIC					
					Curiosity about the world
					Ability to work independently
					Initiative when facing new tasks
					Ability to work cooperatively in a group
					Receptiveness to new ideas
					General learning ability
					Tolerance for persons who differ in background/culture
					Flexibility in facing new or challenging situations

C. Recommendation

Please respond to the following questions below on this sheet or in the form of an attached letter of reference.

1. What are some of the best characteristics of the student?

2. Comment on the student's motivation for participating in this HECUA program and ability/maturity to achieve those goals.

3. What, if any, are your concerns about the student's participation in the HECUA program?

4. What are other important factors you would like to note about the student?

5. Based on your understanding of the program and assessment of the student, do you support the student's participation?

- ☐ Enthusiastically ☐ Support ☐ With reservation ☐ Do not support

Name:

Title:	Dept.:	Institution:
Address		
City:	State:	Zip:
Signature:	Date:	Telephone:
		Email:

For more information on student programs, program development or professional education opportunities for faculty members, please contact us at 800-554-1089 or visit our Web site at www.hecua.org

ABOUT HECUA:

Since 1971 the Higher Education Consortium for Urban Affairs (HECUA) has offered off-campus educational experiences focused on social justice issues. In both domestic and international programs, HECUA examines the systems that create inequality and the ways that social change is made. HECUA gives students a chance to bridge their academic learning with direct experience of the urgent social challenges facing society. Students test academic theories in the real world of urban communities and develop critical analysis and hands-on skills for creating social change.

HECUA welcomes participation from students from member and non-member colleges.

MEMBER SCHOOLS:

- | | | |
|--------------------------------|-------------------------------------|------------------------------|
| Augsburg College, MN | Concordia University - St. Paul, MN | University of Minnesota, MN |
| Augustana College, SD | Gustavus Adolphus College, MN | University of St. Thomas, MN |
| Carleton College, MN | Hamline University, MN | Viterbo University, WI |
| College of St. Catherine, MN | Macalester College, MN | Williams College, MN |
| College of St. Scholastica, MN | Saint Mary's University, MN | |
| Colorado College, CO | St. Olaf College, MN | |