

CONFIDENTIAL ACADEMIC REFERENCE FORM *(only required for semester programs)*

HECUA OFF-CAMPUS SEMESTER PROGRAM

Please return the completed form to HECUA at the address below within five days:

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

P: 651/646-8832 or 800/554-1089
F: 651/659-9421
E: info@hecua.org

To be completed by student:

Student Name: _____ HECUA Semester Program Title: _____
College/University: _____ Term: (e.g. Fall 2003) _____
Name of Reference: _____ *(Note reference is only required for semester programs.)*

To be completed by reference:

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.
- ☐ I am/was a work supervisor of 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:	E-mail:

For more information on student programs or professional education opportunities for faculty members, please contact us at 800/554-1089 or visit the 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. With programs in the U.S. and abroad, HECUA examines the systems that create inequality and the ways that social change is made. HECUA gives students the 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

Augustana College

Carleton College

College of Saint Benedict

College of St. Catherine

College of St. Scholastica

Concordia University - St. Paul

Gustavus Adolphus College

Hamline University

Macalester College

Saint John's University

Saint Mary's University

St. Olaf College

University of Minnesota

University of St. Thomas

Viterbo University

Williams College