

Confidential Academic Reference Form

REQUIRED FOR ALL HECUA PROGRAMS

To the student: your academic reference must be a college/university instructor or faculty member. Select an instructor who can provide an assessment of your ability to work and learn within a group. If questions are left blank or do not contain enough detail, you may be asked to produce a second or third reference. Fill in the section below ("to be completed by the student"), save the document, and email it to your instructor.

TO BE COMPLETED BY THE STUDENT:

Student Name:

HECUA Program Title:

Term (e.g. Fall 2010):

College/University:

Name of Reference:

To the faculty member: Please email the completed form as an attachment to Higher Education Consortium for Urban Affairs (HECUA) at hecua@hecua.org. Please send from a valid campus, corporate, or nonprofit email address (.edu domain, private .com or .org domains). Letters of reference sent from public .com domains (Hotmail, Yahoo, Gmail, etc.) cannot be accepted. HECUA may contact faculty to verify a letter's authenticity.

Alternatively, please print out the completed form and send to
Higher Education Consortium for Urban Affairs (HECUA)
2233 University Avenue West, Suite 210
St. Paul MN 55114

Thank you for your assistance. HECUA offers academically rigorous experiential education programs in the United States, Ecuador, Norway, Northern Ireland, and Bangladesh. For more information about HECUA student programs, program development, or professional education opportunities for faculty, please contact us at 800-554-1089 or visit www.hecua.org.

APPLICATION DEADLINES

	Fall Programs	Spring Programs	January Term	Summer Programs
Study Abroad	March 15	November 1	October 1	March 15
Domestic Programs	April 15	December 1	November 1	April 15

Campus deadlines may differ from HECUA deadlines. Students are encouraged to contact their home institution to ensure that the required timeline and procedure is being followed.

Please note that student applications are not considered complete without an academic reference.

TO BE COMPLETED BY ACADEMIC 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.
- ☐ Other (please specify):

B. The success of a program relies on the successes of a HECUA learning community. It's imperative that references speak to a student's experience and preparedness for working through challenging issues in a group setting.

Please indicate which side of the continuum you *most often* observe the applicant. Mark a single box to the right of the number on the continuum. Leave boxes unchecked if you are unfamiliar with the student's behavior in any area.

Seeks interaction with lots of people	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	Seeks interaction with fewer people
Excels at group learning	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	Excels at independent learning
Enjoys change	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	Enjoys routine
Prefers to initiate projects	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	Prefers to carry out projects
Processes thoughts, preferences, or ideas externally	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	Processes thoughts, preferences, or ideas internally

C. Recommendation:

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

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

2. What situations cause the student stress? How does he or she respond to those stressful situations?

3. How does the student interact with others from different backgrounds?

4. What are other important factors (concerns or otherwise) 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 ☐ Support ☐ Support with reservation ☐ Do not support

Faculty name:

Institution:

Email:

Title:

Department:

Telephone:

☐ Checking this box affixes my electronic signature and affirms the information above.