

Academic Reference Form

To be completed by the applicant:

Applicant name:

Student ID number (if applicable):

Subjects and/or courses interested in tutoring:

We appreciate your sincerity in describing the applicant's suitability to work as a tutor in the subject area or courses listed above; the information you provide is confidential and will not be revealed to the applicant. Please complete and return this form immediately. **Applicants are not considered until their references are received and their application files are complete.**

Date:

Name:

Title, Institution/Company:

Address:

Phone number:

How long have you known the applicant?

In which subjects have you taught the applicant?

How would you rate the applicant on the following attributes?

Subject/course expertise (relative to their level of study)

Outstanding

☐

Good

☐

Average

☐

Below Average

☐

Poor

☐

Insufficient Knowledge

☐

Additional comments:

Communication (oral and written)

Outstanding

☐

Good

☐

Average

☐

Below Average

☐

Poor

☐

Insufficient Knowledge

☐

Additional comments:

Academic skills (academic honesty, attendance, assignment timeliness, response to feedback, problem solving, etc.)

Outstanding

☐

Good

☐

Average

☐

Below Average

☐

Poor

☐

Insufficient Knowledge

☐

Additional comments:

Interpersonal skills (collaboration, respect for others, patience, leadership, etc.)

Outstanding

☐

Good

☐

Average

☐

Below Average

☐

Poor

☐

Insufficient Knowledge

☐

Additional comments:

Any overall comments on the applicant in question are welcome:

Do you consider the applicant of proven capacity to work with someone who has a learning, mental, or physical disability?

☐ yes ☐ no

Please explain:

Signature: _____

After completing the Academic Reference form, please:

1. Mail it to the address below, or
2. Email it to the address below, or
3. Place it in a sealed envelope and sign across the sealed flap, then return it to the applicant to submit

To submit your reference form, or for additional information, contact Janet Klippenstein, Learning Services Coordinator:

Student Life & Learning, HA 114
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