

Academic Reference Form

PLEASE DO NOT PRINT THIS FORM

Download it and email a completed version to learningservices@concordia.ab.ca

Applicant's name:

We appreciate you taking the time to describe the applicant's suitability to work as a tutor in your subject area. The information you provide is confidential and will not be revealed to the applicant. **Please note that applicants are not considered until their references and other application files are received.**

Date:

Name:

Title, institution/company (if not CUE):

Email address:

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

Communication skills (oral and written)

Outstanding

Good

Average

Below Average

Poor

Insufficient Knowledge

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

Outstanding

Good

Average

Below Average

Poor

Insufficient Knowledge

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

Outstanding

Good

Average

Below Average

Poor

Insufficient Knowledge

Any additional comments on the applicant in question are welcome:

If you have questions or would like more information about the application form or Tutoring Services, please contact the Learning Services Coordinator:

Student Life & Learning
Concordia University of Edmonton
7128 Ada Blvd, Edmonton, AB
T5B 4E4

phone: 780.479.6854
toll free: 1.866.479.5200 ext 854
email: learningservices@concordia.ab.ca