Learning Community Coordinator
Reference

OFFICE OF FIRST YEAR EXPERIENCE
10 GAGE CENTER

Applicant's Name: __________________________________________________________
Reference's Name: ________________________________________________________
Reference's Position: ______________________________________________________
Reference's Relationship to Applicant: _______________________________________
Reference's Daytime Telephone: _____________________________________________

THIS SECTION TO BE COMPLETED BY APPLICANT:
(Please check one and sign)

_____ I retain my right to review this reference after it has been completed.

_____ I give up my right to see this reference after it has been completed.

______________________________________________
__________________________
Signature of Applicant Date Signed

REFERENCE FORM FOR THE LEARNING COMMUNITY COORDINATOR (LCC) POSITION

Thank you for agreeing to provide a reference for this LCC candidate. Your input is a valuable contribution and helps us in identifying qualified candidates for this challenging and rewarding position. The Learning Community Coordinator position provides an environment that is conducive to developing faculty relationships, peer relationships, developing and strengthening academic, social, and individual development. LCCs work with faculty, students and staff to create an academically and personally enriching experience for Learning Community Students. Please respond by placing the appropriate response in the space provided before each statement. Space is allowed between each question so that you may explain your response or add information that you think is necessary. Space is also given at the end of this form to provide a summary statement about the candidate. Please be as specific as possible in your comments. The key for marking the items is:

SA = Strongly Agree/Always acts in this manner
A = Agree/Often acts in this manner
D = Disagree/Seldom acts in this manner
SD = Strongly Disagree/Rarely acts in this manner
NA = Not Applicable to my experience with this applicant

_____ 1. The applicant reacts positively to constructive criticism.

_____ 2. The applicant recognizes his/her limitations and seeks assistance with situations that are beyond his/her skill level.

_____ 3. The applicant can easily admit mistakes s/he has made.

_____ 4. The applicant allows others to finish relating their thoughts rather than interrupting them to relate his/her own personal experiences.

_____ 5. The applicant can be trusted with confidential information.

_____ 6. The applicant has a positive knowledge of and attitude toward the University and the Mankato community.

_____ 7. The applicant has the ability to persistently work towards a long range goal while maintaining a positive attitude.
8. The applicant role models appropriate academic behavior i.e. attends class, interacts with faculty, meets with an advisor on a regular basis, participates in their academic program, or is involved in academic organizations.

9. The applicant is not overly dependent on others (like friends, a significant other, employer, etc.)

10. The applicant can be a leader when necessary or appropriate.

11. The applicant can be a follower when necessary or appropriate.

12. The applicant knows when it is appropriate to lead and when to follow.

13. The applicant can handle having his/her attitudes, feelings, values, and ideas questioned.

14. The applicant does not equate authority with always being right.

15. The applicant does not try to impose his/her personal beliefs on others.

16. The applicant is receptive to other peoples' lifestyles, cultural differences, etc.

17. The applicant has good verbal and written communication skills.

Summary Statement
Please comment on this applicant's strengths and limitations that have not already been addressed.

Please check the statement that most closely fits your assessment of the applicant as a Learning Community Coordinator:

___ Highly Recommend    ___ Recommend    ___ Do Not Recommend

___________________________  __________________
Signature of Reference       Date signed

The timely return of this reference to the address listed below will be greatly appreciated.
The deadline for references to be returned is: **Tuesday, February 3, 2009!**

Please address any questions to Kate J. Hansen at (507) 389-5498. Thank you again for your input on behalf of this applicant. Please return this completed reference to the following address:

Kate J. Hansen
Assistant Director, Academic Initiatives
Office of First Year Experience
10 Gage Center
Mankato, MN 56001