

# DICKINSON COLLEGE

## Reference Form for *Learning Community Coordinator*

(Faculty members please note: You can review this reference form and discuss it over the phone with Associate Provost Staub [ext. 8917] instead of completing it in writing.)

**The Family Educational Right and Privacy Act of 1974 opens many students' records for the student's inspection. The law also permits the student to sign a waiver relinquishing his/her right to inspect Letters of Recommendation. If there is no signature, the student will have the right to read this reference.**

**I waive my right to read this recommendation form.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Name of Applicant:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_

**How long, and in what capacity, have you known the applicant:**

Please rate the applicant on a scale of 1 - 4 in the following areas:

1 = Poor

2 = Average

3 = Good

4 = Very Good

NB = No Basis for Opinion

Openness to Learning	1	2	3	4	NB	
Cooperativeness	1	2	3	4	NB	
Responsibility	1	2	3	4	NB	
Communication Skills		1	2	3	4	NB
Maturity	1	2	3	4	NB	
Initiative	1	2	3	4	NB	
Sensitivity	1	2	3	4	NB	
Organizational Skills	1	2	3	4	NB	
Leadership	1	2	3	4	NB	

**One function of an LCC (Learning Community Coordinator) is to serve as an informal teaching assistant, for instance to facilitate discussions among students in the residence hall. What do you think are this candidate's strengths and weaknesses in this area? Is the candidate intellectually curious? Articulate? Able to engage others in conversation? Respectful of others?**

**Another function of an LCC is to assist faculty members in planning and coordinating Learning Community events. What do you think are this candidate's strengths and weaknesses in this area? Is the candidate organized? Responsible? Does he/she demonstrate follow-through?**

**Another function of an LCC is to guide the participating students over the academic year into taking responsibility for their learning community and designing their own programs and activities. What do you think are this candidate's strengths and weaknesses in this area? Is the candidate creative? Able to excite and motivate others? An effective communicator? What other leadership qualities does the candidate demonstrate?**

**Is there anything else you would like to share about this candidate?**

Taking into consideration all that you know about this student and the LCC position, would you:

\_\_\_\_\_ **Recommend Highly**

\_\_\_\_\_ **Recommend**

\_\_\_\_\_ **Recommend with Reservation**

\_\_\_\_\_ **Would Not Recommend**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department/E-mail**

\_\_\_\_\_  
**Extension**

**Please return this form to Shalom Staub, Associate Provost for Academic Affairs and Civic Engagement, by noon on Friday, March 30, 2018**