To The Applicant:
Please print your name: _________________________________________________________________

For Applicant (Last Name)                          (First Name) (Middle Name/Initial)

The Family Educational Rights and Privacy Act and its amendments guarantee students access to their educational records. Students may, however, waive their right to access to references. The choice of the applicant regarding this reference is to be indicated below.

I do / I do not waive my right to inspect the contents of the following reference

Please request reference statements from two persons who have recent knowledge about your qualifications. On the first page of each reference form, fill in your name and give to the references. Ask each of them to send it back to you in a sealed envelope after signing across the seal. Submit these two unopened letters together with the application. Opened reference letters cannot be accepted. References must not come from a relative. Include, if possible, a) one professional human services worker, b) a college professor outside the Human Services Department or c) a supervisor (employment) if applicable. If such references are not feasible, please substitute others of comparable nature.

To The Reference:
Please print your name: __________________________________

For Reference (Last Name)                          (First Name)                 (Middle Name/Initial)

The above-named person is applying for admission to the Human Services internship program at Washburn University, and has given your name as a reference. We seek students who demonstrate potential for undergraduate academic work as well as commitment to the welfare of all. Our program originates from the historical roots of human services. It is inextricably linked with the core values of the profession, including the ongoing pursuit of social and economic justice, the value, worth and dignity of all persons, the belief in client determination, and the potential for growth.

Please give us a candid assessment of this applicant regarding his/her suitability for an internship placement in our program. You may attach a separate letter with this form, if you prefer. Please give this to the applicant in a sealed envelope, after you sign across the seal. He/she will include this with their application for internship.

1. How long and in what capacity have you known the applicant?

Date: ____________________________ Nature of relationship (employer, co-worker, supervisor, etc.)

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

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____________________________________________________________________________________

____________________________________________________________________________________

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2. Please comment on any specific talents demonstrated in working with people, completing tasks, dependability and other work related skills.
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

3. What is your estimate of the applicant’s promise as an undergraduate human services student? (Intellectual independence, capacity for analytical thinking, ability to organize and express ideas clearly, scholarly and professional potential, and do they have the capacity for self-reflection.)
____________________________________________________________________________________________
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4. Please indicate the applicant’s ability and professional competence in comparison to other individuals whom you have known at similar states in their careers.

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<th></th>
<th>Superior</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Average</th>
<th>Below Avg.</th>
<th>Unable to Rank</th>
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<tbody>
<tr>
<td>Intellectual Capacity</td>
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<td>Self-reliance, motivation</td>
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<td>Ability to deal with stress</td>
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<td>Emotional stability, maturity</td>
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<td>Ability to make decisions</td>
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<td>Writing skills</td>
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<td>Growth potential</td>
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<td>Skills in relateing to others</td>
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<td>Cultural sensitivity</td>
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5. I would: □ Highly Recommend     □ Recommend       □ Recommend with reservation

Signature: ___________________________________________ Date: __________________________

Name (Print or type): ___________________________ Title: __________________________

Organization: ___________________________ Phone: __________________________

E-mail: ___________________________________________