WASHBURN UNIVERSITY
Family & HUMAN SERVICES DEPARTMENT
1700 SW College Ave., SAS 210, Topeka KS 66621
(785) 670-2116

INTERNSHIP APPLICANT REFERENCE STATEMENT
Undergraduate Only

To The Applicant, please print your name:

_____
_ (Last) (First) (Middle)

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 **EMAIL IT DIRECTLY TO HUMAN-SERVICES@WASHBURN.EDU**. **Or send it to Washburn University, Department of Family and Human Services, 1700 SW College Ave. SAS 210, Topeka, KS 66621** in a sealed envelope after signing across the seal. 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 Family & 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:

The above-named person is applying for admission to the Family & 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? _____# of months/years

   Dates: From _____ (mm/dd/yy) to_____ (mm/dd/yy) if possible

   Nature of relationship (employer, co-worker, supervisor, etc.)
   _____

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 family & 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.)

_____

_____

_____

_____

_____

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.

	Superior	Excellent	Very Good	Average	Below Avg.	Unable to Rank
Intellectual Capacity						
Self-reliance, motivation						
Ability to deal with stress						
Emotional stability, maturity						
Ability to make decisions						
Writing skills						
Verbal skills						
Growth potential						
Skills in relating to others						
Cultural sensitivity						

5. I would:

☐ Highly Recommend ☐ Recommend ☐ Recommend with reservation

Email directly or please put in a sealed envelope, sign the seal and return.

Signature:_____ Date:_____

Name (Print or type):_____ Title: _____

Organization:_____Phone:_____

Email:_____