Human Services Management and Leadership Internship Recommendation Form

________________________________________ (Student’s Printed Name) is applying for admission to the HSML 4850 Internship course at UNT Dallas. The applicant will appreciate your completing this form and returning it to the instructor of the course (Dr. Joy Patton – joy.patton@untdallas.edu). You may write a letter of support in addition to this form however, only the completed form is required.

According to the Congressional Family Educational Rights and Privacy Act of 1974(FERPA), I hereby ____ do ____ do not waive my rights of access to any and all letters or statements of recommendation.

Applicant’s Signature _______________________________ Date ________________

Approximately how long have you known the applicant? _____ Years _____ Months

How well do you know the applicant? _____ Thoroughly _____ Somewhat _____ A Little

What is or was your relationship to the applicant?

___ Instructor    ___ Employer    ___ Co-Worker    ___ Minister    ___ Other (please specify) ______________________

Please rate the applicant in the following areas by using the following rating scale:

Exceptional 10-9; Above Average 8-7; Average 6-4; Below Average 3-2; Poor 1-0; Unknown U

____ Honesty
____ Emotional maturity
____ Sensitivity to others
____ Respect for others
____ Utilizes feedback

____ Compassion for others
____ Nonjudgmental
____ Motivation to work
____ Intellectual ability
____ Readily accepts feedback

____ Oral communication skills
____ Written communication skills
____ Ability to follow directions
____ Shows initiative
____ Respects personal boundaries

Do you have any information related to character and temperament that would have an impact on the applicant’s ability to be an effective professional in the human services field? Please include positive or negative comments on the back of this form.

Level of Recommendation for this Applicant:

____ very strong recommendation
____ strong recommendation
____ average recommendation

____ no recommendation
____ recommendation, but with reservations

_________________________________________________ Phone Number _______________________

Signature of Reference _______________________________ Date ________________

Place of employment ________________________________

Please return this form to:

Dr. Joy Patton
Senior Lecturer, School of Human Services
University of North Texas at Dallas
joy.patton@untdallas.edu