

FACULTY REFERENCE FORM
For Study Abroad

Applicant: Please complete items A, B, and C. Then, give this form to the faculty member who will write your letter of recommendation. Ask your reference to enclose the completed letter in a sealed envelope, sign across the seal, and return the envelope to you for submission to the Director of International Programs. If your reference prefers, the letter may be sent directly to the Experiential Learning Center (ELC) located in West Hall.

A. Name of Applicant _____

B. Randolph College or Other Program _____

C. In accordance with provisions of the Federal Education and Privacy Act of 1974, enrolled students have the right to see their letters of recommendations unless they explicitly waive that right.

I waive my right to examine this recommendation when completed and understand that it will remain confidential.

I do not waive my right to review this document.

Student Signature _____ **Date** _____

Faculty Name _____ **Date** _____

In your letter of reference for the student listed above, please comment on the following:

1. Please describe your relationship to the student and indicate how long you have known her or him.
2. How would you describe the student's ability to take initiative and solve problems?
3. If you have had the opportunity to observe the applicant in an unstructured learning environment, please comment on her or his participation.
4. Have you had the opportunity to observe the applicant in a stressful situation? How do you feel that s/he might respond to the stress of living and studying in a different culture?
5. Please comment on the student's maturity and adaptability.
6. How do you perceive this student's interaction with her or his peer group?
7. Any additional comments that you would like to make about the applicant's participation in this overseas study activity would be helpful.