

Reference Form for Invitational Summer Institute

Lowcountry Writing Project / English Dept, The Citadel
171 Moultrie Street / Charleston, SC 29409-6310
843-953-1418; LWP@citadel.edu

The applicant below is applying for acceptance to the LWP Invitational Summer Institute. As part of the selection process, each applicant is asked to provide us with confidential references. *Your reply will be considered strictly confidential.* We appreciate your prompt attention in completing this form and returning it to us at the above address at your earliest convenience.

Name of Applicant: _____ School: _____

Name of Reference: _____ Title/Position: _____

TO APPLICANT: To assure unbiased ratings, we ask that you waive your right to access to this form. To do so, please sign the statement below.

I agree for this reference to be confidential, and by signing and dating the waiver of access below, I waive any right of access to this reference.

Signature: _____ Date: _____

Please rate the applicant using the following scale:

1 – Outstanding 2 – Above Average 3 – Average 4 – Below Average N – not observed

___ **Writing Skills** (Participants should be able to write clear, correct, effective prose.)

___ **Punctuality** (Participants need to show up on time for all sessions.)

___ **Responsibility** (Participants should read required materials and prepare adequately for their presentations.)

___ **Leadership** (Participants may lead workshops or engage in other leadership activities after the Institute.)

___ **Professionalism** (Participants will represent the LWP in other forums.)

___ **Communication Skills** (Participants should be effective communicators, both orally and in writing.)

___ **Teaching** (Participants should be outstanding classroom teachers.)

___ **Collegiality** (Participants should work well with others in group activities.)

___ **Openness to New Ideas** (Participants should be willing to consider new ideas for the classroom.)

___ **Willingness to Share Ideas** (Participants will be asked to share their ideas with others.)

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

How many times have you seen the applicant teach? ___ 0 ___ 1-2 ___ 3-5 ___ more than 5

Additional Comments:

Signature of reference

Date

ref/gen