

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

- | | | |
|--|---|---|
| <input type="checkbox"/> Honesty | <input type="checkbox"/> Compassion for others | <input type="checkbox"/> Oral communication skills |
| <input type="checkbox"/> Emotional maturity | <input type="checkbox"/> Nonjudgmental | <input type="checkbox"/> Written communication skills |
| <input type="checkbox"/> Sensitivity to others | <input type="checkbox"/> Motivation to work | <input type="checkbox"/> Ability to follow directions |
| <input type="checkbox"/> Respect for others | <input type="checkbox"/> Intellectual ability | <input type="checkbox"/> Shows initiative |
| <input type="checkbox"/> Utilizes feedback | <input type="checkbox"/> Readily accepts feedback | <input type="checkbox"/> 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:

- | | |
|---|--|
| <input type="checkbox"/> very strong recommendation | <input type="checkbox"/> no recommendation |
| <input type="checkbox"/> strong recommendation | <input type="checkbox"/> recommendation, but with reservations |
| <input type="checkbox"/> average recommendation | |

(Print Name) _____
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