HECUA OFF-CAMPUS SEMESTER PROGRAM

Please return the completed form to HECUA at the address below within five days:

Higher Education Consortium for Urban Affairs
2233 University Avenues West, Suite 210
St. Paul, MN 55114-1629
P:  651/646-8832 or 800/554-1089
F: 651/659-9421
E: info@hecua.org

To be completed by student:

Student Name ___________________________ HECUA Program ___________________________
College/University _______________________________ Term: (e.g. Fall 2002) _______________________
Name of Reference ____________________________

To be completed by reference:

A. Acquaintance with applicant

I have known the applicant for:
______ years, ______ months

Check all that apply:

☐ The applicant is/was in a class I teach.
☐ I know the applicant through
discussions outside the classroom.
☐ I am an academic advisor to the applicant.
☐ I am/was a work supervisor of the applicant.
☐ Other (please specify):

B. Please rate the student on these characteristics:

<table>
<thead>
<tr>
<th>CHARACTERISTIC</th>
<th>Excellent</th>
<th>High</th>
<th>Average</th>
<th>Low</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curiosity about the world</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work independently</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative when facing new tasks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work cooperatively in a group</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>receptiveness to new ideas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General learning ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tolerance for persons who differ in background/culture</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flexibility in facing new or challenging situations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Recommendation

Please respond to the following questions below on this sheet or in the form of an attached letter of reference

1. What are some of the best characteristics of the student?

2. Comment on the student’s motivation for participating in this HECUA program and ability/maturity to achieve those goals.
3. Are there any concerns you have about the student’s participation in the HECUA program?

4. What are other important factors you would like to note about the student?

5. Based on your understanding of the program and assessment of the student, do you support the student’s participation?  
   - Enthusiastically  
   - Support  
   - With reservation  
   - Do not support

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Dept.</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Telephone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For more information on student programs or professional education opportunities for faculty members, please contact us at 800/554-1089 or visit the Web site at [www.hecua.org](http://www.hecua.org).

**ABOUT HECUA**

Since 1971, the Higher Education Consortium for Urban Affairs (HECUA) has offered off-campus educational experiences in urban affairs and social justice issues. With programs in the U.S. and abroad, HECUA examines the systems that create inequality and the ways that social change is made. HECUA gives students the chance to bridge their academic learning with direct experience of the urgent social challenges facing society. Students test academic theories in the real world of urban communities and develop critical analysis and hands-on skills for creating social change.

HECUA welcomes participation from students from member and non-member colleges.

**Member Schools:**

- Augsburg College
- Augustana College
- Carleton College
- College of St. Benedict
- College of St. Catherine
- Concordia University - St. Paul
- Gustavus Adolphus College
- Hamline University
- Macalester College
- St. John’s University
- St. Mary’s University
- St. Olaf College
- University of Minnesota
- University of St. Thomas
- Viterbo University