

COMMUNITY-BASED BLOCK PROGRAM

LETTER OF RECOMMENDATION

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The Community-Based Block Cross-Cultural Counseling Program demands of its students not only strong intellectual capabilities, but also particular emotional resources and personal characteristics. It sometimes happens that a student highly qualified in other respects is admitted to a counseling program, but the emotional demands then exceed her/his capacities. As difficult as these judgments may be, we hope you will assist our faculty in this aspect of selection. Please rate the applicant on the basis of your own experience with other individuals with similar background and training.

Applicant

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
|-------|-------|-------|-------|

Last Name

First Name

Middle Initial

Address

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
|-------|-------|-------|-------|

Street

City

State

Zip Code

The above named applicant has asked that you write a statement concerning her/his aptitude for graduate study in the Community-Based Block program in the Department of Counseling & School Psychology at San Diego State University. The Admissions Committee is aware of the time and care necessary to prepare this evaluation and gratefully acknowledges your assistance.

Under the provisions of the Education Rights and Privacy Act of 1974, the applicant must be granted access to all papers on files unless this right has been waived.

Prospective Student must sign either A or B:

A. **CONFIDENTIAL:** The contents of this statement remain confidential. I waive my right to see this recommendation.

B. **NOT CONFIDENTIAL:** The contents of this statement are not confidential. I do not wish to waive my right to see this recommendation.

Signature

Signature

INSTRUCTIONS FOR RETURNING RECOMMENDATION: The appraiser is to return the Letter of Recommendation Form to the applicant, who will include it in the application packet that is to be presented to the Department of Counseling & School Psychology. If the applicant has signed CONFIDENTIAL, then the appraiser should sign the sealed envelope flap and the applicant is to return the Recommendation Form in an unopened envelope.

How familiar are you with the applicant personally? (please check one of the following)

_____ almost no personal contact _____ very few personal contacts _____ moderate personal contact
_____ many personal contacts _____ extensive contact with this student (know the person well)

Please rate the following:

| | Below Average | Average | Above Average | Far Above Average | No Basis For Judgment |
|-----------------------------------|------------------|---------|------------------|----------------------|--------------------------|
| Intellectual Ability | _____ | _____ | _____ | _____ | _____ |
| Interpersonal Relationships | _____ | _____ | _____ | _____ | _____ |
| Multicultural Perspective | _____ | _____ | _____ | _____ | _____ |
| Leadership Skills | _____ | _____ | _____ | _____ | _____ |
| Writing Skills | _____ | _____ | _____ | _____ | _____ |
| Oral Skills | _____ | _____ | _____ | _____ | _____ |
| Ability to Function Under Stress | _____ | _____ | _____ | _____ | _____ |
| Emotional Maturity | _____ | _____ | _____ | _____ | _____ |
| Emotional Stability | _____ | _____ | _____ | _____ | _____ |
| Resilience | _____ | _____ | _____ | _____ | _____ |
| Sensitivity to Others | _____ | _____ | _____ | _____ | _____ |
| Awareness of Own Effect on Others | _____ | _____ | _____ | _____ | _____ |

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Looking ahead to a time when this person would be fully trained: Would you anticipate being comfortable referring a relative or close friend to her/him for counseling or therapy?

☐ definitely not ☐ maybe ☐ probably (a few reservations)
☐ yes (no reservations) ☐ definitely no reservations

PLEASE ANSWER THE FOLLOWING ON A SEPARATE SHEET OF PAPER

Each year, a richly diverse, multicultural group of candidates apply to the program. The CBB Admissions Committee reviews these applications then selects students who can learn together and contribute to each other's learning. The Admissions Committee would appreciate a narrative recommendation and evaluation of the candidate. We have included some suggested topics. Please do not feel limited by them:

- a. length of time you have known the candidate,
- b. circumstances under which you have known the candidate,
- c. what you consider to be the candidate's most outstanding talents or characteristics,
- d. what you see as the candidate's chief liabilities,
- e. the unique contributions you see the candidate making to the Community-Based Block learning community,
- f. the ability of the candidate to assume responsibility for her/his learning,
- g. the ability of the candidate to contribute to the learning of others,
- h. what potential you see for the candidate's success as a graduate student in a Master's degree program,
- i. your assessment of the candidate's emotional maturity, stability and resilience,
- j. the ability of the candidate to build relationships and work competently with people from diverse backgrounds.

We would greatly appreciate any additional comments you might have about personal characteristics of this applicant that might have a bearing on her/his functioning as a student and, later as a professional (please feel free to add to your letter of recommendation).

Return to: The applicant. This letter must be included in her/his completed application packet. If the applicant has signed CONFIDENTIAL, then the appraiser should sign the sealed envelope flap and the applicant is to return the Recommendation Form in an unopened envelope.

OVERALL EVALUATION OF THE CANDIDATE:

☐ Outstanding candidate ☐ Strong candidate ☐ Average candidate
☐ Fair candidate ☐ Poor candidate

Please Print (Respondent):

| | | |
|-------------------------|-----------------------|---------------------|
| Last Name | First Name | Middle Initial |
| Street | City | State Zip Code |
| Home Phone (optional) | Work Phone (optional) | |
| Signature of Respondent | Date | |