



## FACULTY/SUPERVISOR REFERENCE FORM

I \_\_\_\_\_ give permission for \_\_\_\_\_ to complete this reference form.  
(name of applicant) (name of referee)

The above individual is applying for an internship position with Syracuse Community Geography (SCG) in the SU Geography Department. SCG is a university-community collaboration that uses GIS and spatial analysis to provide new ways of understanding community challenges and solutions in Central New York. Using a participatory process, members of the community propose topics for inquiry and work collaboratively with SCG staff to spatially analyze a wide variety of community issues. Interns work in a collaborative setting with the program director, Dr. Jonnell Robinson, other student interns, and a variety of community partners. Successful applicants will have good communication, research and writings skills, and be well organized and attentive to detail. Prior experience using GIS software is also often an important skill.

Using the rating scale below, circle the number that best reflects your judgment of the applicant's performance on each of the following criteria:

1-Inadequate (completely fails to meet expectations)  
 2-Minimally adequate  
 3-Satisfactory  
 4-Good  
 5-Outstanding (far exceeds expectations)  
 NA – Not applicable or unable to assess

Dependable	1	2	3	4	5	NA
Responsible	1	2	3	4	5	NA
Takes initiative	1	2	3	4	5	NA
Easy to teach	1	2	3	4	5	NA
Possesses leadership skills	1	2	3	4	5	NA
Able to meet deadlines	1	2	3	4	5	NA
Able to communicate and work with others	1	2	3	4	5	NA
Able to work well independently	1	2	3	4	5	NA
Organized	1	2	3	4	5	NA
Attentive to detail	1	2	3	4	5	NA
Writes well	1	2	3	4	5	NA

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

The applicant will be working in a collaborative setting with other students and community partners. Do you foresee the applicant having any problems working in this type of environment?

If you were an employer, would you hire this applicant?

If applicable, please evaluate the applicant's proficiency in GIS software:

Please add any additional comments you would like to make about the applicant.

I give permission for SCG to contact me regarding the above written reference.	
Print name _____	Date _____
Signature _____	Telephone # _____

Please return the completed reference form directly to SCG or provide the applicant with a sealed envelope for him/her to deliver.

Syracuse Community Geography 215 Crouse Hinds Hall Syracuse NY 13244 Phone Number: (315) 443-4890 Email: jdallen@syr.edu
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