

Student Reference Form

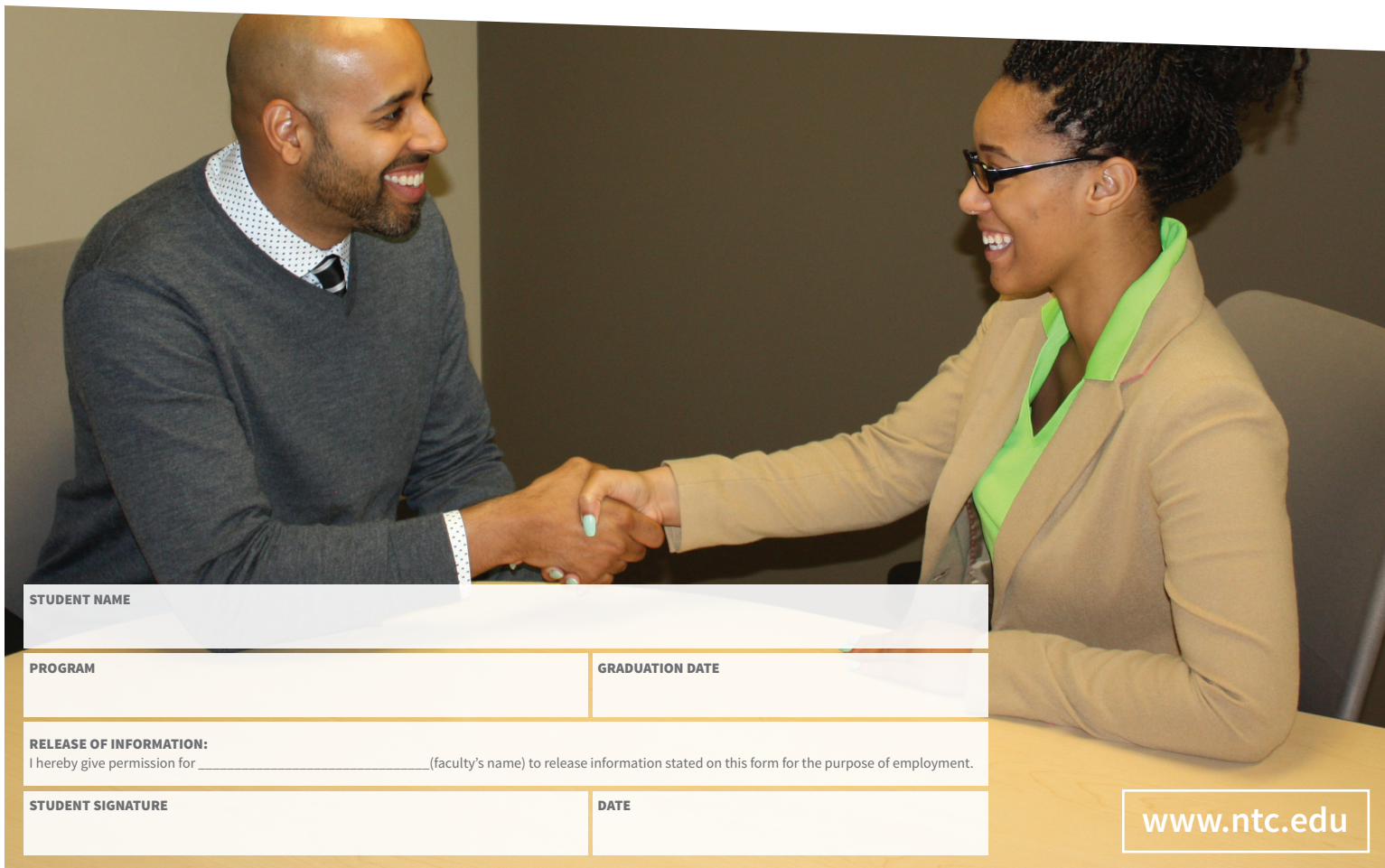
The student reference form is used by students who wish to have an employment reference from an instructor.

STUDENT PROCEDURE

1. Locate the form on the website at: www.ntc.edu/placement, then under students, "Student Reference Form."
2. Print out the form, complete the necessary information, and sign it.
3. Give the completed, signed form to the instructor with a stamped envelope that is addressed to the employer.
4. Provide a self addressed envelope or a valid email address to your instructor if a personal copy of the completed Student Reference Form is requested.
5. If the employer needs the form quickly, provide the instructor with a fax number.

FACULTY PROCEDURE

1. After receiving the signed form and prepared envelope from a student, complete the requested information and send it to the employer.
2. If requested, faculty may send a signed copy to the student.
3. Faculty may want to keep a copy of the signed sheet.
4. A verbal or written reference to the employer is also appropriate.
5. FERPA Regulations: FERPA, the Family Educational Rights and Privacy Act of 1974 as amended, restricts information about students that can be provided by College staff. Compliance is required by ALL staff of the institution.
6. The student's signature on the reference form authorizes faculty to provide information if contacted directly by the employer.



STUDENT NAME	
PROGRAM	GRADUATION DATE
RELEASE OF INFORMATION: I hereby give permission for _____ (faculty's name) to release information stated on this form for the purpose of employment.	
STUDENT SIGNATURE	DATE

www.ntc.edu

NTC Soft Skills and Indicators

RATING SCALE **MET:** Fully meets or exceeds expectations **NOT MET:** Fails to meet expectations **NA:** Not assessed

THINK CRITICALLY & CREATIVELY: The student,	MET	NOT MET	NA
reads, retains, restates and applies logical reasoning in solving problems or dealing with information.			
identifies problems to be solved, tasks to be performed, potential consequences and decisions to be made.			
distinguishes between fact and opinion.			
analyzes, synthesizes and evaluates information, ideas and problems to make decisions.			

ACT RESPONSIBLY: The student,	MET	NOT MET	NA
takes responsibility for his/her own learning and actions.			
completes assigned tasks according to prescribed deadlines and quality standards.			
adheres to established attendance criteria/standards.			
maintains a safe and healthy work environment for self/group.			

WORK PRODUCTIVELY: The student,	MET	NOT MET	NA
demonstrates reliability and accuracy to complete projects/tasks for individual and/or team/group work according to established conditions/standards.			
evaluates work using established criteria/standards to monitor his/her/progress.			
uses effective/efficient processes and appropriate tools/technology to complete projects/tasks.			
demonstrates productive work ethic in starting and completing tasks.			

WORK COOPERATIVELY: The student,	MET	NOT MET	NA
demonstrates the ability to work cooperatively and collaboratively in diverse groups.			
demonstrates respectful interpersonal skills when working with others.			
recognizes conflict and uses conflict resolution skills when appropriate.			
provides and accepts constructive feedback.			

COMMUNICATE EFFECTIVELY: The student,	MET	NOT MET	NA
writes clearly, concisely and accurately in a variety of contexts and formats.			
applies standard rules of language structure including grammar, spelling and punctuations.			
speaks clearly, concisely and accurately in a variety of contexts and formats.			
expresses thoughts and ideas using appropriate verbal and non-verbal language.			
demonstrates active listening skills.			
communicates without bias and stereotypes.			

DEMONSTRATE INTEGRITY: The student,	MET	NOT MET	NA
demonstrates ethical/professional behavior.			
adheres to college/work policies and procedures.			
exhibits respect for people and property.			
recognizes potential ethical dilemmas for self and in others and take appropriate action.			

DEVELOP GLOBAL AWARENESS: The student,	MET	NOT MET	NA
identifies how cultural events affect the learner's life.			
understands the impact of global economics in his/her profession.			
respects cultural diversity and pluralism.			
demonstrates an awareness of similarities and differences of human experiences across cultures.			

COMMENTS

Instructor's Signature _____ Date _____

Course _____

*Disclaimer: The information above is the independent opinion of the instructor, not the opinion of Northcentral Technical College.