

Reference Form

This form must be completed by both the trainee (first) and the referee (second) prior to completion.

It is required that the referee submit this form directly to transects@usask.ca after completion by **October 15, 2024**.

Section 1 is to be completed by the applicant prior to sending it to the referee:

1. Application Information

Name of applicant:

University name:

Program name:

This program is:

A taught program (coursework only)

A professional program (coursework and project)

A thesis program, with coursework

A thesis program, without coursework

Other, please specify

I understand that I will not have access to the reference form after it is completed by the referee, and it will remain confidential between the referee and the selection committee.

Applicant:

Date: _____ Signature: _____

Sections 2-4 are to be completed by the referee after the student has completed the above section:

2. Referee Information

Name of referee:

Title:

Institutional affiliation:

Relationship to applicant:

Work email:

3. Knowledge of the applicant

How well do you know this applicant?

Very well

Well

Somewhat

In what capacity do you know this applicant?

Student who took one or more classes from me

Academic advisee

Employee

Intern

Other, please specify:

4. Assessment of the applicant

a. Please rate the applicant's performance in the following areas.

	Exceptional	Very good	Average to good	Below average	Inadequate opportunity to observe (Please select this option if you do not know the applicant well enough to provide an adequate assessment)	Please provide a comment on your choice
Motivation and initiative						
Critical and reflexive thinking						
Perseverance and adaptability						
Teamwork and collaborative skills						
Intercultural readiness						

b. What phrase describes the overall perception of this applicant?

	... exceptional; I recommend him/her they/them /their enthusiastically	...above average; I recommend him/her they/them /their with confidence	...average; I recommend him/her they/them /their	...still developing professionally and academically; I recommend him/her they/them /their with reservation	...unprepared to participate in TRANSECTS; I do not recommend him/her they/them /their
This candidate is...					

c. Please comment on your overall perception of this applicant (maximum 500 words).

In the box below, please explain in what capacity you have known the applicant and for what time period. Then please explain why you rated the candidate as you did in Section 4a and 4b.

The assessment team will be looking for evaluations that explain previous accomplishments that demonstrate motivation and initiative, critical and reflexive thinking, perseverance and adaptability, teamwork and collaborative skills, and intercultural readiness.

We view intercultural readiness as:

- Demonstrated efforts to contribute to a safe working environment.
- Openness to multiple ways of knowing and doing.
- Commitment to working with people of other cultures.

Referee:

Date: _____

Signature: _____