STANDARD RECOMMENDATION FORM
INSTRUCTIONS

Instructions:
Read the following directions carefully and in their entirety before completing Part I.

1. **Contact a professor/staff member** who knows your academic and professional abilities well and who would be willing to complete the Standard Recommendation Form.

2. **Complete PART I of the form** and sign & date where necessary.

3. **Submit PART I and PART II** to the professor/staff member who has agreed to complete your recommendation.

4. **Your professor/staff member should complete PART II of the Standard Recommendation Form.**

   **Note:** PART I and PART II must be directly sent from your professor/staff member in a signed and sealed envelope to Laura Nalls, Admissions Counselor at the Lancaster Welcome Center.
PART I: STUDENT AMBASSADOR STANDARD RECOMMENDATION FORM

(TO BE COMPLETED BY THE APPLICANT)

STUDENT NAME: _______________________________ H #: ____________________________

E-MAIL ADDRESS AND TELEPHONE NUMBER: __________________________________________

PROGRAM OF STUDY: __________________________________________________________________

→ DEADLINE FOR APPLICATION/RECOMMENDATION FORM: SEPTEMBER 14TH

1. List all the courses you have taken with the professor or work experience with the staff member that will be completing PART II of the recommendation form:

THE REMAINDER OF THIS EVALUATION SHOULD BE COMPLETED BY THE PROFESSOR/STAFF MEMBER WHO HAS AGREED TO ASSESS YOUR ABILITIES AS A STUDENT AMBASSADOR APPLICANT.

2. List any additional experience or preparation (other than coursework) that has prepared you for the ambassador program that may be beneficial for your professor/staff member to know:

THE REMAINDER OF THIS EVALUATION SHOULD BE COMPLETED BY THE PROFESSOR/STAFF MEMBER WHO HAS AGREED TO ASSESS YOUR ABILITIES AS A STUDENT AMBASSADOR APPLICANT.
Since participants will be representatives of HACC, Admissions Office must assess the applicant’s academic and personal suitability for participation. A candid appraisal will assist us in determining whether the applicant can succeed in the ambassador program.

**INSTRUCTIONS FOR COMPLETING THIS FORM:**

1. **Review PART I**, submitted to you by the student applicant.

2. **Please submit the completed Standard Recommendation Form** (both PART I and PART II) in a signed and sealed envelope to Laura Nalls, Admissions Counselor, HACC- Lancaster, Welcome Center.

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

2. Please assess the applicant in the following areas:

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<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unable to Assess</th>
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<tr>
<td>Academic ability</td>
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<td>Motivation and seriousness of</td>
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<td>purpose</td>
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<td>Adaptation/Flexibility</td>
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<td>Common sense/Good judgment</td>
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<td>Emotional maturity</td>
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<td>Self-reliance and independence</td>
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<td>Diligence/Perseverance</td>
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<td>Open-mindedness</td>
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<td>Ability to interact with others</td>
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3. Does the applicant possess any other characteristics and/or other personal strengths or weaknesses about which you would like to comment?

☐ Strongly Recommend
☐ Recommend
☐ Recommend, with reservations (comments included below)
☐ Do not recommend (comments included below)

COMMENTS:

Dr./Mr./Ms.: ____________________________ Title: ____________________________
Department: ____________________________ Office Location: ____________________________
Address: ____________________________ City, State, Zip: ____________________________
Telephone: (___) _______ E-mail: ____________________________ Fax: (___) _______

Signature: ____________________________ Date: ____________________________