



CI Staff and Faculty Recommendation Form
Leaders in Education Awareness Program
Spring 2011 Application

Please return this form in a sealed envelope with recommender's signature on the seal to Breana Christie, associate director of University Outreach and Student Success Programs, in Bell Tower 1803 no later than Friday, November 12, 2010 at 5:00 p.m. If you have any questions, please contact Breana Christie via email at breana.christie@csuci.edu or by phone at 805-437-3174.

LEAP Applicant – please fill out the top portion of this form and give to a CI staff or faculty member to complete along with an envelope to return to either you or Breana Christie by the application due date.

Applicant Name: _____ **Phone:** _____ **Email:** _____

Applicant Signature: _____ **Date:** _____

I hereby ___WAIVE___ DO NOT WAIVE my right of access to this recommendation.

To CI staff or faculty respondent:

This student is applying to become a Leaders in Education Awareness Program (LEAP) volunteer within the University Outreach program. LEAP is designed to host elementary and middle school students on the CI campus each Friday. LEAP volunteers deliver a presentation, student panel and campus tour. Event planning, group facilitation and public speaking are some of the areas in which each LEAP Squad member will gain valuable experience. Please keep these responsibilities in mind when responding to questions about this student. You are also invited to share any other thoughts you may have.

In what capacity do you know this student?

How long have you known this student?

Please give your honest appraisal of the applicant in terms of the qualities listed below. Rate each characteristic by checking the response that most accurately describes the applicant.

Personal Qualities	Excellent	Above Average	Average	Below Average	Do Not Know
Academic Ability Extent to which applicant seeks to challenge him/herself academically.					
Administrative Skills Able to prioritize tasks and develop action plans. Regularly meets set deadlines.					
Communication Skills Assertive with thoughts and ideas. Encourages different points of view and active listening.					
Cross-Cultural Competency Appreciation for and commitment to fostering a respectful campus climate with regard to cross-cultural awareness.					
Emotional Stability Exhibits a positive self-image, self-confidence and internal motivation.					
Enthusiasm Displays a positive attitude.					
Honesty/Integrity Trustworthy. Practices a core set of positive role modeling values. Can be trusted with confidential information.					
Leadership Effective motivator and facilitator of groups. Understands the leadership role; gains respect, cooperation and participation of group members.					
Maturity Adaptable and flexible.					
Reliability/Dependability Is on time. Committed. Dedicated.					
Resist Peer Pressure Ability to set one path, not always feeling the need to follow the majority.					
Sensitivity to Situation of Others Works well with a group. Exhibits open-minded, non-judgmental, accepting and supportive behavior. Effectively relates to persons with differing lifestyles, ethnic, cultural and religious backgrounds.					
Time Management Ability to order and prioritize tasks and involvements to complete projects in a timely fashion.					



Comment upon one or more strengths that this student may bring to the LEAP team:

Comment upon one or more weaknesses that this student may bring to the LEAP team:

Please provide additional comments or reservations:

How do you recommend this student for LEAP (check one)?

1. Highly Recommend
2. Recommend
3. Recommend with Reservation(s)
4. Do Not Recommend

Signature of Respondent _____ Date _____

Name of Respondent _____ Department _____

Respondent is (check one): Faculty Staff

Thank you for your input!