

NEW STUDENT ORIENTATION PROGRAM 2010

Barnard College • Columbia College • The Fu Foundation School of Engineering and Applied Science
Barnard College Activities Office • 100 Brooks Hall • x42096
Columbia Office of Student Development and Activities • 515 Lerner Hall • x43611

ORIENTATION COORDINATOR RECOMMENDATION - PAGE 1

TO THE APPLICANT

Complete the Confidentiality Waiver and Applicant Information sections. Then give this form to a professor, dean, advisor, or employer who you feel can comment on your potential performance as a student NSOP Coordinator. You may complete the applicant sections, sign your portion using the same Digital ID you used for the application, and send it to your recommender by e-mail; you may also give the form to your recommender on paper.

Applicant Information:

Applicant's Name: _____

Recommender's Name: _____

Recommender's Title: _____

Recommender's Telephone Number: _____

Confidentiality Waiver:

I waive do not waive any right I may have to read or obtain copies of this recommendation, which I am hereby requesting from the individual named below.

Applicant Signature & Date: _____

TO THE RECOMMENDER

The Coordinator works under the supervision of the staff of the Student Development and Activities and College Activities offices in conjunction with other administrative offices around campus. He/she serves as the student supervisor of the orientation planning team in all aspects, including production of publications, program development and implementation, planning trainings for Orientation Leaders and Crew Chiefs, and general logistics in preparation for Orientation. In addition, Coordinators share general committee responsibilities and must be team oriented.

Your evaluation of this applicant and his/her ability to serve as a strong and consistent role model for his/her peers is an important component of our selection process. Therefore, it is important that we receive your recommendation by the application deadline, **October 23, 2009 at 5pm**.

Please return your recommendation directly to the applicant in a sealed envelope with your signature across the seal, or, alternatively, fill out this form using Adobe Acrobat or Adobe Reader **ONLY**, save it as ApplicantLastName_ApplicantFirstName_Recommendation.pdf, and email it directly to orientation@columbia.edu. If you submit this form by e-mail, please note that you will be asked to create a Digital ID in place of your signature. Simply click in the signature box when you've finished and follow the on-screen instructions - you can create a new, local, uncertified ID for this form.

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

Please mark one response for each of the statements below:

SA - Strongly Agree, A - Agree, D - Disagree, SD - Strongly Disagree, NB - No Basis for Comment

SA A D SD NB

- Can guide and support others without controlling
- Would serve as a good student supervisor
- Shows compassion and genuine concern for others
- Can communicate effectively with other students
- Can communicate effectively with professional staff
- Shows the ability to work under pressure
- Is open to feedback and suggestions
- Serves as a good role model.....
- Works to involve others in large group discussions
- Is able to manage ambiguity and adapt to circumstances as necessary
- Demonstrates responsibility
- Is able to maintain confidentiality
- Possesses organizational skills to coordinate overall Organizational Program ...
- Works well in a group
- Has effective time management skills

Please comment on reasons why the applicant would serve effectively as a student Coordinator.

If applicable, please comment on any reservations regarding this student.

Please feel free to attach a separate document if your comments don't fit in the space provided.

Recommender's Signature & Date: _____