

SUPERVISING FACULTY RECOMMENDATION FORM

Center for Global and Experiential Learning

Wheaton College, 501 College Avenue, 1st floor Wyngaden, Wheaton, IL 60187

TO BE COMPLETED BY STUDENT

Please fill in your name and student ID below, sign electronically and save, and send this form to the faculty member who would be supervising your work as a Global Scholar Award recipient. **The recommender should complete this form and return it to you in a sealed envelope signed across the flap to include with your application.**

APPLICANT'S WAIVER OF RIGHT TO ACCESS TO CONFIDENTIAL STATEMENT

Name of Applicant: _____
Last First Middle

Student ID: _____

By entering my name and Student ID, I hereby freely and voluntarily waive my right to any information contained in this recommendation and agree that the statement shall remain confidential.

TO THE RECOMMENDER

As the supervising faculty member, you are agreeing to the supervisor responsibilities as outlined at the end of this document.*

The information that you are providing concerning the above named applicant is considered an important part of the application process. Your time and thoughtfulness in furnishing this information are greatly appreciated.

Recommendations are used for selection purposes only and do not become part of the permanent record file upon a student's matriculation. Therefore, recommendations are not subject to the provisions of the Family Educational Rights and Privacy Act of 1974.

After completing this form, please sign it and place it in an envelope. Seal the envelope, sign it across the flap, and then return it to the applicant who will submit the sealed envelope along with his/her complete application package to the Center for Global and Experiential Learning.

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

2. Discuss the student’s academic strengths and weaknesses, with particular regard to his/her ability and potential to conduct research and/or complete a creative project in a cross-cultural setting.

Please provide your appraisal of the student across the following criteria; include comments as appropriate.

Motivation and ability to complete a research or creative project	Exceptional	Above Average	Average	Below Average	Unable to Assess
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Comments:

Ability for independent work	Exceptional	Above Average	Average	Below Average	Unable to Assess
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Comments:

Critical thinking and analysis skills	Exceptional	Above Average	Average	Below Average	Unable to Assess
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Comments:

Writing skills	Exceptional	Above Average	Average	Below Average	Unable to Assess
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Comments:

Oral communication skills	Exceptional	Above Average	Average	Below Average	Unable to Assess
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Comments:

Organizational skills	Exceptional	Above Average	Average	Below Average	Unable to Assess
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Comments:

Timeliness in completion of assigned work	Exceptional	Above Average	Average	Below Average	Unable to Assess
Comments:					

Work ethic	Exceptional	Above Average	Average	Below Average	Unable to Assess
Comments:					

Flexibility; ability to tolerate ambiguity	Exceptional	Above Average	Average	Below Average	Unable to Assess
Comments:					

3. Please describe the feasibility, strength, and significance of the project that the student is proposing.

4. Describe the nature and the frequency of supervision that will be provided to the student for the entirety of the research or creative project.

Name:

Department:

Signature

Date

* Responsibilities of Global Scholar Award Supervising Faculty

Active Faculty supervision is an important component of the Global Scholar Award. If your scholar is chosen for the award, faculty supervisors receive a stipend for this oversight.

Prior to the student's submission of a completed application packet to the Center of Global and Experiential Learning, faculty supervisors should:

- Thoroughly review the research proposal including:
 - Clarity of proposed research question/hypothesis or creative project
 - Appropriateness of research methods or creative process
 - Adequacy of the literature review and any theoretical frameworks
 - Feasibility of conducting the project
 - Preparation of the student to successfully undertake the project, including language ability, coursework, and cultural knowledge
 - Adequacy of budget

Note: these items should be addressed in the letter of reference

- Assist with the IRB application process if needed for research. Supervisor must also complete the CITI training if not previously certified. See <http://www.wheaton.edu/Disclosures/Institutional-Review-Board> for more information.

Post Award responsibilities:

- Provide guidance and responding to student during the project and after return to campus
- Assist student in arranging to present research to the campus at large