



# Faculty of Education

## Reference Report – NITEP OPTION ONLY

**To the Applicant:**

You must arrange for the submission of two Confidential Reports to be sent on your behalf. The Faculty will not accept more than two reports. Referees should be selected from those who are familiar with your experiences, interests and abilities relevant to the teaching profession. Therefore, it is essential that you **choose a referee who has observed your work with children or youth and who is not a family member or a personal friend.**

**Please complete this section before presenting this form to your referee.**

Your name: \_\_\_\_\_ . UBC Student Number: \_\_\_\_\_  
*(print clearly)* *(if applicable)*

**Indicate the option and Field Centre to which you are applying:**

- Elementary     Secondary
- On Campus – UBC Vancouver     Re-applying for years 2, 3, or 4 - UBC Vancouver     Professional Year – Cariboo Centre
- Okanagan (pending sufficient enrolment)

**It is the responsibility of the applicant to ensure that Confidential Reports are submitted by the posted deadlines (see NITEP website).**

**To the Referee:**

The above named individual has applied for admission to NITEP. NITEP is a five year program, which may be completed in four years, leading to a Bachelor of Education Degree (Elementary or Secondary). The first two to three years are spent at a field centre; the remaining year(s) at UBC-Vancouver. The BEd is a professional degree program intended to graduate teachers with an initial level of competence for the practice of teaching in British Columbia. It is important that applicants who have demonstrated suitable personal qualities be selected.

**Please comment on your direct observations of this applicant, particularly his/her interactions with children and/or youth.**

**Please respond to the sections below and on the following page.**

1. What is your relationship to the applicant?

\_\_\_\_\_

2. How long have you known them in this capacity?

\_\_\_\_\_

3. Have you observed applicant engaged with children/youth in group settings?

\_\_\_\_\_

4. Please rank the applicant as follows:

Poor = 1    Fair = 2    Good = 3    Very good = 4    Exceptional = 5    Unknown = UK

Personal Qualities	Rank	Comments to support assessment of applicant's work with children and/or youth (required)
Professionalism/Work ethic including dependability and reliability		
Leadership skills (ability to plan and lead)		
Ability to solve problems and stay on task		
Adaptability/flexibility to changing circumstances and/or ability to cope with stressful situations		
Interpersonal skills with children/youth, including the ability to set reasonable limits		
Interpersonal skills with adults, including the ability to receive feedback and respond to suggestions		
Commitment to and relations with the Aboriginal community		

5. English language competence – based on your observations please comment on applicants **written and oral** English skills.

6. Please comment on the applicant’s motivation for teaching and other demonstrated strengths.

7. Please comment or elaborate on any areas where you have **reservations** concerning the applicant’s suitability for admission to a teacher education program.

**Overall recommendation:**

- Please answer with one of:
- Highly Recommended
  - Recommended
  - Recommended with Reservation
  - Not recommended

**Thank you for your time and thoughtful reflections on this applicant.**

Name of Referee: \_\_\_\_\_

Position: \_\_\_\_\_

Signature of Referee (**REQUIRED** - please refer to notes below): \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Organization and location (city/province): \_\_\_\_\_

Please answer True or False - The above named applicant has NOT seen the completed reference report form

**To the Referee:**

1. If submitting as a hand-written hard copy: Sign the form. Place the completed original form in an envelope, seal the envelope, and then return this sealed envelope to the applicant for inclusion with the application, or send it directly to NITEP, 1985 West Mall, Vancouver, BC, V6T 1Z2.
2. If submitting as electronic copy: Sign the form (we will accept hand written or electronic signature only – if you cannot insert an electronic signature, which means your actual signature, not simply typing with different font, please print off copy and sign by hand before sending as **we will not accept any forms without signature**. Save the document with last name of the applicant and then the **referee should email the form directly to nitep.educ@ubc.ca**. The completed form is not to be seen nor sent to the applicant. Please also note that all forms are printed in our office therefore **if you cannot see all words you have typed on this form, we will not be able to see them either. No expansion of text boxes is permissible.**

It is the policy of the University to treat the reports of reference, which it receives, as confidential. It can, however, be required under Freedom of Information legislation to disclose the substance of any report of reference but only where that can be done without disclosing the identity of the writer. However, in rare cases, the University may be required by a court to disclose the reference in its entirety to parties to litigation.