

Note to Referee

You have been asked to serve as a reference for a University of San Francisco (USF) student applying to the McCarthy Fellows Summer in Sacramento program. This opportunity is offered by the USF Leo T. McCarthy Center for Public Service and the Common Good.

Service-learning is central to the University's mission to "educate minds and hearts to change the world." Chosen participants will engage in a California politics course and optional research seminar at USF's Sacramento Regional Campus. They will simultaneously work full-time at internships based on their interests for approximately ten weeks. Housing within walking distance to the Capital will be provided. Upon successful completion of the program and its requirements, participants will earn 8 units of service-learning course credit.

In selecting individuals to participate in our programs, USF relies to a considerable extent upon the statements of referees. Please provide your frank appraisal of the applicant's **personal suitability** for a rigorous, full-time government internship in a professional setting.

Please forward this form along with a letter of recommendation to the USF McCarthy Center for Public Service by mail, email, or fax, or provide to the applicant in a sealed envelope.

McCarthy Center for Public Service

2130 Fulton Street, UC 300

San Francisco, CA 94117

Phone: (415) 422-5662

Fax: (415) 422-5641

ammucci@usfca.edu

Please submit this reference no later than: _____ (Date determined by Applicant)

On behalf of the University of San Francisco staff, we appreciate your support.



McCarthy Fellows Summer in Sacramento

Reference For: (Name of Applicant) _____

In what capacity have you known the applicant? (e.g. instructor, employer, peer, etc.)

For how many years/months?

Consideration of the applicant's personal characteristics:

Category	High	Medium	Low	Unable to Assess
Maturity				
Professionalism				
Adaptability				
Diligence/Perseverance				
Judgment/Critical Sense				
Communication Skills				
Independent Initiative				
Teamwork and Collaboration				
Well-rounded				

In your opinion, is the applicant well suited for this program?

Very Well___ Well___ Adequately___ Inadequately___

Letter of Recommendation - Please explain your overall assessment of the applicant's suitability for for a rigorous, full-time government internship in a professional setting. We are particularly interested in how this opportunity fits into what you know of the applicant's academic goals and his/her professional aspirations. Please attach your response on a separate page.

Signature_____

Date:_____

Name of Referee:_____

Title:_____

Tel.:_____

Email:_____