



FACULTY-LED TRAVEL PROGRAM (FLTP) REFERENCE FORM

Name of Applicant: _____ ID# _____

Major: _____ Class Level: _____

Trip Name/Destination: _____

STUDENT WAIVER:

I understand my right under the provision of PL 93-380.513, the Family Educational Rights and Privacy Act of 1974 (FERPA), to inspect this Reference Letter Form submitted on my behalf. In order to encourage faculty to complete this form in candor, I have elected not to exercise my rights under this statute and affirm that concerning the following reference I will not do so in the future. I understand that that this document will be used only by the committee members for evaluating my qualifications for the Faculty-Led Travel Program for which I am applying at the Kansas City Art Institute, and that this form will not be available to any other institution, organization, or party for any other purpose.

Applicant's Signature: _____ Date: _____

(This section to be completed by faculty member)

Students participating in the Faculty-Led Travel Program will be chosen on the basis of their academic record, personal qualifications, and evaluations by KCAI faculty. Please be candid in indicating how you think this applicant will make use of an academic opportunity to study off-campus. Please consider the applicant's character, adaptability, emotional stability, and maturity. You have the right to decline the request to complete this form, and, by doing so, decline to provide the student with your recommendation.

This form should either be given to the student in a sealed envelope or submitted directly to the Registrar's office. Please be sure to keep a copy of this form for your records.

Faculty Name: _____ Department: _____

APPLICANT EVALUATION:

Please rate the applicant on a scale of 1 to 5 (5 being exemplary in quality; 1 reflecting serious concern):
(please circle)

Articulateness in Speech	5	4	3	2	1
Emotional Stability	5	4	3	2	1
Academic/Artistic Potential	5	4	3	2	1
Articulateness in Writing	5	4	3	2	1
Self-Discipline & Reliance	5	4	3	2	1
Ability to get along with others	5	4	3	2	1

COMMENTS:

Please provide a brief comment regarding the applicant in terms of the following:

- **Relationship to applicant:** how long and in what capacity have you known the applicant?
- **Academic suitability:** do you believe that this applicant can study productively while living abroad?
- **Personal suitability:** do you believe that this applicant is emotionally and intellectually mature enough to adapt to living in a foreign culture?

Faculty Member's Signature: _____ Date: _____