

GLEN HELEN OUTDOOR EDUCATION CENTER NATURALIST INTERNSHIP REFERENCE FORM

To be completed by applicant:

Name of applicant: _____ Date: _____

Please print

_____ I do waive my right to inspect the contents of the following reference.

_____ I do not waive my right to inspect the contents of the following reference.

The Glen Helen Outdoor Education Center (OEC) is affiliated with Antioch University in Yellow Springs, Ohio. The OEC has been offering residential environmental education experiences since 1956. The candidate would be eligible to receive graduate or undergraduate college credit through Antioch University (depending on status upon entry). We would greatly appreciate it if you would take the time to complete this form to aid us in our decision about the applicant's qualifications.

The naturalist intern participates in two courses as part of an intensive training program, Outdoor Education Methods and Natural History. In addition to academic requirements, the intern practices learned skills by working with predominantly middle school students in a residential environmental education setting.

Naturalist interns work closely with students and peers and must be sensitive and responsive to the needs of others. The candidate must be willing to work hard, be cooperative and have a sound understanding of the natural world. Naturalists are responsible for the care, education, and safety of our students during hikes as well as other structured activities during the day. For this reason, we rely on references to give us an indication of the maturity, dependability, and reliability of the candidates.

Your time, honesty, and candid responses are greatly appreciated to aid us in selecting the most appropriate candidates.

If you would like to receive more information about the internship program or would like to refer someone to our program please feel free to contact the OEC at: rjaramillo@antioch-college.edu and thank you for your time.

Name of applicant: _____

Your name: _____

Your position: _____

Phone number: _____

Email: _____

FAX number: _____

How long have you known the applicant? _____ years _____ months.

Briefly describe your relationship with the applicant. If you have worked with the applicant, please describe the nature of the work. _____

Please rate the applicant on a scale of: 1 = poor, 3 = average, 5 = exceptional.

Personality:

Enthusiastic	1	2	3	4	5	<i>unknown</i>	_____
Creative	1	2	3	4	5	<i>unknown</i>	_____
Dependable	1	2	3	4	5	<i>unknown</i>	_____
Outgoing	1	2	3	4	5	<i>unknown</i>	_____
Patient (especially with children)	1	2	3	4	5	<i>unknown</i>	_____
Sense of Humor	1	2	3	4	5	<i>unknown</i>	_____
Able to make sound decisions under pressure	1	2	3	4	5	<i>unknown</i>	_____
Able to cope with changing work environments	1	2	3	4	5	<i>unknown</i>	_____
Able to cope with stressful work environments	1	2	3	4	5	<i>unknown</i>	_____

Relationships with others:

Relationship with supervisor	1	2	3	4	5	<i>unknown</i>	_____
Relationship with children	1	2	3	4	5	<i>unknown</i>	_____
Ability to work with others	1	2	3	4	5	<i>unknown</i>	_____
Accepts criticism well	1	2	3	4	5	<i>unknown</i>	_____
Able to take on varying roles in a group (versus must always be the leader or follower)	1	2	3	4	5	<i>unknown</i>	_____
Easily integrates into a group	1	2	3	4	5	<i>unknown</i>	_____

Work Ethic:

Self initiative	1	2	3	4	5	<i>unknown</i>	_____
Completes tasks thoroughly	1	2	3	4	5	<i>unknown</i>	_____
Able to work with minimal supervision	1	2	3	4	5	<i>unknown</i>	_____
Completes tasks necessary for the good of the group	1	2	3	4	5	<i>unknown</i>	_____
Willingness to accept challenge	1	2	3	4	5	<i>unknown</i>	_____

Educational Assessment:

Knowledge of natural history	1	2	3	4	5	<i>unknown</i>	_____
Teaching ability	1	2	3	4	5	<i>unknown</i>	_____
Responsibility to complete academic assignments	1	2	3	4	5	<i>unknown</i>	_____

Narrative:

What are the applicant's strengths related to the position described? _____

What are the applicant's weaknesses related to the position described? _____

Please describe the applicant's ability to be a good role model for children. Please consider language use, personal appearance, behavior, etc. _____

Glen Helen has a no-drug policy and only moderate use of alcohol after hours is tolerated. In your opinion, would this policy be a hindrance to the applicant? _____

In your opinion, how would the applicant cope with a high-stress, high-energy program? _____

How does the candidate react to a changing work environment or unforeseen challenges that may occur? _____

Please comment on your observations of the emotional stability of the applicant. _____

Would you trust the applicant to care for your own children? Yes No

Please describe the candidate's ability to motivate him/herself and others in a stressful work environment. _____

Please describe the applicant's level of need of supervision. _____

Please write three words that most accurately describe this applicant:

During the internship, interns will be expected to lead two 2 1/2 hour hikes per day with the students.

Please briefly comment on the applicant's physical fitness and level of ability: _____

Based on your knowledge of the applicant and the description of this program, would you:

definitely hire the applicant

maybe hire the applicant

probably not hire the applicant

definitely not hire the applicant.

Feel free to make additional comments: _____

If you would like to contact me directly regarding this applicant please feel free to reach me at:

Rebecca Jaramillo, Assistant Director
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