

HUMAN SERVICES CAREERS PROGRAM

REFERENCES FOR HUMAN SERVICES CAREERS FIELD PLACEMENT

Student's Name: _____ **Date:**_____

To the Reference Writer: The student named above is applying for permission to take a field experience in the Human Services Careers Program. Please rate the applicant with respect to the nine **Ethical Standards for Human Service Workers** listed below. Compare the student with other individuals with whom you have been associated at a similar stage in their careers. Thank you for your candid appraisal of the student. Your assistance will aid in the appropriate placement of the student in a field experience site. ***Note: If you have had insufficient evidence to form an opinion, please circle the IE column.*

1 = Outstanding/Exceeds Expectations/Consistently Observed

2 = Meets Expectations/Observed

3 = Needs Improvement/Observed Sometimes

4 = Unacceptable/Seldom Observed

IE = insufficient evidence/Not observed

Rating					Statement	Additional Comments:
1	2	3	4	IE/ NO	1. Treats people with respect and dignity.	
1	2	3	4	IE/ NO	2. Helps every person to the best of ability.	
1	2	3	4	IE/ NO	3. Respects individual privacy.	
1	2	3	4	IE/ NO	4. Maintains confidential relationships.	
1	2	3	4	IE/ NO	5. Engages only in activities in which they are competent.	

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1	2	3	4	IE/ NO	6. Maintains professional helping relationships.	
1	2	3	4	IE/ NO	7. Continues to upgrade their skills.	
1	2	3	4	IE/ NO	8. Protects community against unethical practices	
1	2	3	4	IE/ NO	9. Respects colleagues and relates to them in a professional manner.	

Please add any comments that you feel would enhance/clarify the above assessment:

Name: _____ Phone: _____

Organization: _____ Position: _____

Email: _____

Please return to:

Ambre Bernards - Instructor Human Services via email Ambre.Bernards@kirkwood.edu or
 mail to: Kirkwood Community College
 6301 Kirkwood Blvd. SW
 1019 Cedar Hall
 Cedar Rapids, IA 52404