

# Chicago Semester

living, learning & working

## Recommendation Form

To the person completing this form:

The staff and campus representatives of Chicago Semester appreciate your willingness to complete the following recommendation of this applicant. Your comments will be an important factor in acceptance and internship placement with the program.

Please mail or email a copy of the completed form directly to the campus representative of the student (see list) and send the completed form to Sara Van Gorp at [sara.vangorp@chicagosemester.org](mailto:sara.vangorp@chicagosemester.org). Thank you!

### **Augustana University**

Mary Toso  
Director of Internships and Career  
Development  
2001 S. Summit Ave  
Sioux Falls, SD 57197  
[mary.toso@augie.edu](mailto:mary.toso@augie.edu)  
(605) 274-4128

### **Aquinas College**

Brigid Avery  
Associate Director of Career  
Services/Internship Director  
1607 Robinson Road SE  
Grand Rapids, MI 49506  
[brigid.avery@aquinas.edu](mailto:brigid.avery@aquinas.edu)  
(616) 632-2126

### **Bethel University**

Dr. Vincent Peters  
Associate Dean of Off-Campus  
Programs/International Studies  
3900 Bethel Drive  
St. Paul, MN 55112  
[v-peters@bethel.edu](mailto:v-peters@bethel.edu)  
(651) 638-6549

### **Briar Cliff University**

Joshua Cobbs  
Director of Career Education  
3303 Rebecca St.  
Sioux City, IA 51104  
[joshua.cobbs@briarcliff.edu](mailto:joshua.cobbs@briarcliff.edu)  
(712) 279-5455

### **Calvin College**

Kristen Dufty  
Program Coordinator  
3201 Burton St. SE  
Grand Rapids, MI 49546  
[kd43@calvin.edu](mailto:kd43@calvin.edu)  
(616) 526-6382

### **Carroll University**

Lezlie Weber  
Assistant Director of Cross-Cultural  
Experiences  
100 N East Avenue  
Waukesha, WI 53186  
[lweber@carrollu.edu](mailto:lweber@carrollu.edu)  
(262) 951-3137

### **Central College**

Jessica Klyn de Novelo  
Director, Career and Professional  
Development  
812 University, Box 0153  
Pella, IA 50219  
[klynj@central.edu](mailto:klynj@central.edu)  
(641) 628-7600

### **Cornerstone University**

Emily Gratson  
Coordinator of Global Opportunities  
1001 East Beltline  
Grand Rapids, MI 49525  
[emily.gratson@cornerstone.edu](mailto:emily.gratson@cornerstone.edu)  
(616) 222-1497

### **Dordt College**

Rebecca Tervo  
Coordinator of Off-Campus and  
Multicultural Student Programs  
498 4th Ave. NE  
Sioux Center, IA 51250  
[rebecca.tervo@dordt.edu](mailto:rebecca.tervo@dordt.edu)  
(712) 722-6273

### **Elmhurst College**

Gail Gilbert  
Director of International Education and  
Off-Campus Programs  
190 Prospect Ave.  
Elmhurst, IL 60126  
[gail.gilbert@elmhurst.edu](mailto:gail.gilbert@elmhurst.edu)

### **Greenville College**

Edwin Estevez  
Provost and Chief Operations Officer  
315 E. College Avenue  
Greenville, IL 62246  
[edwin.estevez@greenville.edu](mailto:edwin.estevez@greenville.edu)  
(618) 664-7020

### **Hope College**

Amy Otis- DeGrau  
Senior Director of Fried Center for  
Global Engagement  
Hope College  
Holland, MI 49423  
[otis@hope.edu](mailto:otis@hope.edu)  
(616) 395-7605

**Huntington University**

Shoshannah Hernandez  
Director, Institute for TESOL Studies  
Associate Director, Global Studies  
2303 College Ave  
Huntington, IN 46750  
shernandez@huntington.edu  
(260) 359-4296

**Illinois Wesleyan University**

Irv Epstein  
Chair, Department of Educational  
Studies  
P.O Box 2900  
Bloomington, IL 61702-2900  
iepstein@iwu.edu  
(309)556-3105

**Indiana Wesleyan University**

Ashley DeMichael  
Indiana Wesleyan University  
4201 S. Washington St  
Marion, IN 46953-4974  
ashley.demichael@indwes.edu

**Judson University**

Craig Kaplowitz  
Associate Professor of History  
1151 N State St  
Elgin, IL 60123  
ckaplowitz@judsonu.edu  
(847) 628-1126

**Kuyper College**

Sara Behm  
Registrar  
3333 East Beltline Ave NE  
Grand Rapids, MI 49525  
sbehm@kuyper.edu  
(616) 988-3639

**Lake Forest College**

Ashley Sinclair  
Director of Off-Campus Programs  
555 North Sheridan Road  
Lake Forest, IL 60045  
sinclair@mx.lakeforest.edu  
847-735-5231

**Student Teachers:**

Dr. Jacquelyn Popp  
Assistant Professor of Education  
555 North Sheridan Road  
Lake Forest, IL 60045  
popp@lakeforest.edu  
847-735-5173

**Luther College**

Corby Preus  
Acting Study Abroad Advisor  
Center for Global Learning  
700 College Drive  
Decorah, IA 52101  
preuco01@luther.edu  
(563) 387-1275

**Monmouth College**

Lori Frakes  
Teacher Education Placement  
Coordinator  
700 E Broadway  
Monmouth, IL 61462  
lfrakes@monmouthcollege.edu  
(309) 457-2149

**Northwestern College**

Nancy Landhuis  
Program Coordinator  
Career Development Center  
101 7th St. SW  
Orange City, IA 51041  
landhuis@nwciowa.edu  
(712) 707-7225

**Olivet Nazarene University**

Mark Mountain  
Director of Registration Services and  
International Engagement  
Office of the Registrar  
1 University Ae  
Bourbonnais, IL 60914  
mcmountain@olivet.edu  
(815)928-5794

**Ouachita Baptist University**

Doug Sonheim  
Professor of English  
410 Ouachita St.  
Arkadelphia, AR 71998  
sonheimd@obu.edu  
(870) 245-5554

**Spring Arbor University**

Chad Melton  
Career Advisor  
106 E Main St  
Spring Arbor, MI 49283  
chad.melton@arbor.edu  
(517) 750-6416

**St. Olaf College**

Rosie Pfarr-Baker  
Director of Field Experiences and  
Licensure  
1520 St. Olaf Ave.  
Northfield, MN 55057  
pfarrbak@stolaf.edu  
(507) 786-6723

**Trinity Christian College**

Burt Rozema  
Director of Off-Campus Programs  
6601 W College Dr.  
Palos Heights, IL 60463  
burt.rozema@trnty.edu  
(708) 239-4760

**University of Mount Union**

Sara Fugett (General Students)  
Director of Career Development  
1972 Clark Ave.  
Alliance, OH 44601  
fugettsb@mountunion.edu  
(330) 829-8211

**Student Teachers:**

Field Placement and Internship  
Coordinator  
1972 Clark Ave  
Alliance, OH 44601  
rintora@mountunion.edu  
(330) 823-3160



## Recommendation Form

Student Name

Intended Semester Enrollment Date

College

1. Using the chart below, please rate the applicant relative to others you have known in a similar capacity:

	Poor	Fair	Good	Excellent	Not Observed
Academic Performance					
Leadership Potential					
Self-Directedness					
Assertiveness					
Emotional Stability					
Oral Communication Skills					
Ability to Accept & Utilize Constructive Criticism					
Ability to Meet Deadlines					
Social Awareness & Concern					
Motivation for Proposed Program of Study					
Potential for Adjustment to Urban Environment					
Potential for Positive Supervisor-Student Relationship					

2. How long and in what capacity have you known the applicant?

3. What do you consider to be the applicant's most outstanding talents or characteristics? How have they been displayed?

4. In what areas does the applicant need to further develop or show improvement?

5. Please comment on the applicant’s skills and adaptability for a professional work setting. Which abilities most suit him/her for learning in this type of professional environment?

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Organization/College and Department

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Email

\_\_\_\_\_

Signature

\_\_\_\_\_

Date