



General Reference Form

To be completed by the applicant:

Name of Applicant_____	
I <input type="checkbox"/> waive my right to inspect the contents of this reference. <input type="checkbox"/> do not waive my right to inspect the contents of this reference.	
Applicant Signature_____	Date_____
Institution_____	
Name of Reference_____	Title_____

This applicant has applied to the ACC-CIH(HanBan) Summer Chinese Language Teachers Institute, an intensive 6-week program in China that provides refresher language courses, cultural lectures and pedagogical workshops for in-service Chinese language teachers whose first language is English.

Please complete this form as soon as possible and return it to the applicant in a sealed envelope with your signature over the back flap. The applicant needs to submit the completed application (which includes this sealed reference) by January 15, 2009.

Please note that we have rolling admissions. Forms should be completed as quickly as possible for us to process the application. Your candid appraisal of the applicant is appreciated.

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

2. What is your estimation of the applicant’s personal strengths and weaknesses?

3. Please describe the applicant in terms of maturity level, self motivation and ability to work in groups.

4. Please use the table below to evaluate the applicant's work and teaching abilities in the following areas:

	Below Average	Average	Above Average	Outstanding (top 10%)
Teaching Ability and Quality of Instruction				
Ability to Organize Classroom Activities				
Student Feedback about the Teacher				
Professional Background				
Potential for Professional Development				

5. We welcome any further remarks that would help in the evaluation of this applicant.

Name (please print) _____

Signature _____ Date _____

Phone _____ Email _____



普通推荐表格

格内资料由申请者填妥：

申请者姓名_____	
<input type="checkbox"/> 我放弃阅读此推荐表格内容之权利 <input type="checkbox"/> 我保留阅读此推荐表格内容之权利	
申请者签名_____	日期_____
学校或任职公司_____	
推荐者姓名_____	职位_____

此申请者欲申请为在职中小学汉语教师提供的孔子学院总部-ACC中学汉语教师培训班。此夏季项目共进行六周，项目内容包括语言课程，文化讲座以及教学工作坊。

请注意：此项目的报名方式是以先到先办理，本项目恳请您将表格填妥后尽快转交申请本人。

1. 您是在什么情况下与申请者认识的？您与申请者认识多长时间？

2. 请您客观评估申请者在个人能力上的优势及劣势。

3. 请详细描述申请者的个人成熟度，自发动机及团队合作能力。

4. 请利用下列表格，以客观标准对申请者的工作及教学能力予以评估（请以打勾的方式注明）：

	不达标	一般	优秀	杰出 (前百分之十)
教学能力及质量				
组织活动能力				
学生评荐情况				
专业背景				
职业潜力				

5. 我们欢迎任何有关申请者的补充资料，以便帮助我们有效地对申请者的能力加以全面评估。

姓名（请以正楷书写）_____

签名_____ 日期_____

电话_____ 电子信箱_____

美国各大学联合汉语中心
Associated Colleges in China
198 College Hill Rd, Clinton NY 13323
电话 315 859 4519
传真 315 859 4222