

RCA Recommendation Form

Name of Applicant _____

To the Applicant: Please read and sign the following:

I request this letter with the understanding that it will be used only in connection with my application to be an RCA at Princeton University. (The next sentence is optional; if you do not agree with it, please strike it out.) This is a confidential evaluation which will not be made available to me without prior consent of the author of this evaluation.

This statement is provided in connection with the Family Educational Rights and Privacy Act of 1974.

Applicant's Signature: _____

To the Evaluator: Your recommendation is an important part of the application process, and we thank you for your time in furnishing this information. Please submit this recommendation to The Office of the Dean of Undergraduate Students, 311 West College, Princeton University, 08544 by 4:30 p.m. on Tuesday, November 30th, 2010.

RESIDENTIAL COLLEGE ADVISER POSITION

The Residential College Adviser (RCA) works closely with a small group of student advisees to promote appreciation of the diverse Princeton residential community and to foster a welcoming, safe, and stimulating environment for all residents of the College. The RCA assists new students in the transition to college and provides guidance as they develop responsible decision-making skills in the social, personal, and academic spheres. The adviser provides support as the students in his or her advisee group manage health and adjustment issues, problems between roommates, and the demands of academic work and extracurricular activities. While the RCA is immediately responsible for the first- and second-year students in his or her advising area, he or she also works as part of a small adviser team to combine advising strengths and to give advisees a choice of advisers in whom to confide.

Through programming and advising efforts, the RCA promotes the community's awareness of and sensitivity toward the experiences of underrepresented groups, as defined by such personal characteristics as race, ethnicity, socioeconomic background, religion, disability, gender identity, and sexual orientation. With the guidance of the College staff and the support of ongoing training sessions, the RCA actively engages with students who identify themselves with these underrepresented groups and supports them through the development of College diversity programs. In so doing, the RCA contributes to a campus culture that enhances and enriches the experience of all Princeton students.

Advisers help establish and maintain a safe environment in which their advisees can thrive, personally, socially, and intellectually. As part of these duties, advisers participate in a rotating on-call system within the college. In addition, advisers address violations of University policy when such violations are observed.

The RCA employs his or her familiarity with campus resources to serve as a vital communications link between all the offices and organizations of Princeton and first-and second-year students.

Given these important responsibilities, students selected to be RCAs are expected to make the position their primary non-academic commitment and give it top priority.

PART I: Please rate the applicant using the following rating scale: A=Always; VO=Very often; O=Often; NVO=Not very often; N=Never; N/A=Not applicable or Not observed.

_____ Applicant exhibits maturity.

- _____ Applicant has the ability to set boundaries and curtail problematical behavior.
- _____ Applicant has good judgment.
- _____ Applicant is sensitive to and respectful of others.
- _____ Applicant is sensitive to the experience of persons of diverse backgrounds.
- _____ Applicant would serve as a good role model for new students.
- _____ Applicant works well and cooperatively with others.
- _____ Applicant has good organizational and communications skills.
- _____ Applicant manages his or her time well.
- _____ Applicant can withstand peer pressure and make independent decisions.
- _____ Applicant seeks advice when necessary.
- _____ Applicant accepts constructive criticism.

PART II. Please describe the applicant's strengths as well as the areas in which he or she may need support or improvements in relation to the Residential College Adviser position. Address your remarks to specific characteristics or examples which substantiate your view of the applicant's suitability for this position. If necessary, please attach additional sheets.

Signature _____ Date _____

Print Name _____ Position _____