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# MASTER’S TRAINING PROGRAM REFERENCE FORM

**2024-2025**

**Instructions:**

Please complete this form and email as a PDF to WCU CAPS’ Master’s Training Coordinator, Calista Colbert at [ccolbert@wcu.edu](mailto:ccolbert@wcu.edu).

**Reference forms are due by Friday March 1, 2024 by 5:00 PM EST.**

**Applicant’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference Writer’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference Writer’s Phone #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference Writer’s Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How do you know the applicant?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Here are some brief facts about our counseling center:**

* Our setting is a university counseling center, primarily serving traditionally aged undergraduate students in a rural area.
* Our student body is over 12,000 students.
* Primary presenting concerns for clients at CAPS include depression, anxiety, trauma, and interpersonal/relationship issues. However, as a primary care setting, we see a variety of presenting concerns and a range of levels of severity, preparing trainees to practice as generalists.
* Master’s trainees provide therapeutic intakes, individual counseling, and, on some occasions, group counseling.
* We value work within an interdisciplinary, supportive, and collaborative team environment with a multidisciplinary clinical staff of psychologists, counselors and social workers.
* We are committed to serving the diverse needs of our students by providing high quality, culturally relevant services.

**Please answer the following questions to the best of your ability:**

1. How does our training environment fit with the applicant’s experience, strengths, and future goals?
2. Have you directly observed any of the applicant’s clinical work or role plays of clinical work?

Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_ If yes, what skills have you observed?

1. Please comment on the applicant’s interpersonal skills and ability to work as part of a team. For example, how do they relate to their classmates and faculty?
2. Please comment on the applicant’s openness to feedback.
3. Please comment on the applicant’s ability to provide culturally relevant clinical services to diverse individuals.
4. Please comment on the applicant’s timeliness and ability to keep up with assignments.
5. Please comment on the applicant’s writing skills.
6. Please comment on any areas of growth that you believe will be important to address.
7. To your knowledge, has the applicant been involved in any remediation plan during their previous training? If yes, please describe.
8. (Optional) Please use the space below if you would like to provide any other comments not already captured in the above responses.