

REFERENCE REQUEST FORM

Advanced Placement Request

Academic Reference for Applicants for the Radiology Program

Student: please print your name clearly below and use as a cover letter for each reference form.

Student/Applicant's Name: _____

The above applicant is requesting a reference based on their performance and teamwork abilities while in a healthcare environment.

In order to enable you to provide the most confidential, honest assessment of the student's abilities, please do not give the completed reference or copy to the student. We've instructed our students to provide you with a stamped envelope if you'd like to mail the completed reference. Otherwise, you may email or fax it directly to our Administrative Assistant for Radiologic Technology Program, using the contact information below. As long as this is received by **January 15, 2022, at 1:00 p.m.**, the student will be able to use your reference in their packet.

Thank you for your honesty and your time.

Sincerely,

Millie Massey, M. Ed., RT(R) (CV) Director

Mail references to: Millie Massey, M.Ed., RT(R) (CV)
Radiologic Technology, Program Director
Midlands Technical College
HSB #214
P.O. Box 2408
Columbia, SC 29202

Email references to: masseym@midlandstech.edu

Fax references to: 803.822.3417

Office Phone: 803.822.3651

RADIOLOGY ADMISSION PROCESS ACADEMIC REFERENCE

Date: _____

1. Reference Name: _____ Position/Title _____
2. Student's Name: _____ Student ID _____
3. Name of Course taken: _____
4. Was this an on-campus, online or hybrid class? _____

Our program wants students who exemplify the best in teamwork, attitudes, following policies, and communication. Please check the performance that best described the student while working with you.

BEHAVIOR	VERY GOOD (3)	GOOD (2)	POOR (1)
A. Positive Attitude			
B. Team work ability			
C. Attendance			
D. Follows Class Policy			
E. Stays engaged in class			
F. Use of Good Judgment and Discretion			
G. Communication Skills			
H. Use of Common Sense			
I. Work Ethic			

Signature _____ Date _____

Contact Phone #: _____

This form can be returned any time before the January 15, 2022, (1:00 p.m.) deadline. To protect your confidentiality, please do not give to the student to return.

BY MAIL: Midlands Technical College
 c/o Millie Massey, HSB #214
 P.O. Box 2408
 Columbia, SC 29202

BY E-MAIL: masseym@midlandstech.edu

By FAX: 803.822.3417

BY PHONE: 803.822.3651

Thank you for your time in this important matter. Please call if you have questions or concerns.

REFERENCE REQUEST FORM

Advanced Placement Request Character Reference for Applicants for the Radiology Program

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RADIOLOGY ADMISSION PROCESS CHARACTER REFERENCE

Date: _____

1. Reference Name: _____ Position/Title _____
2. Student's Name: _____ Student ID# _____
3. How do you know this applicant: _____
4. How long have you known this applicant? _____

Our program wants students who exemplify the best in teamwork, attitudes, following policies, and communication. Please check the performance that best described the student while working with you.

BEHAVIOR	VERY GOOD (3)	GOOD (2)	POOR (1)
A. Positive Attitude			
B. Team work ability			
C. Attendance			
D. Follows Rules			
E. Willing to help others when needed			
F. Use of Good Judgment and Discretion			
G. Communication Skills			
H. Use of Common Sense			
I. Work Ethic			

Signature _____ Date _____

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REFERENCE REQUEST FORM

Advanced Placement Request

Patient Care. Or Work Experience for Applicants for the Radiology Program

Student: please print your name clearly below and use as a cover letter for each reference form.

Student/Applicant's Name: _____

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RADIOLOGY ADMISSION PROCESS PATIENTCARE OR WORK EXPERIENCE REFERENCE

Date: _____

1. Reference Name: _____ Position/Title _____
2. Student's Name: _____ Student ID# _____
3. Name of Medical Facility: _____
4. Approximate amount of time the above person worked with patients in hours, weeks or months?

5. What were their specific duties with patients? _____

Our program wants students who exemplify the best in teamwork, attitudes, following policies, and communication. Please check the performance that best described the student while working with you.

BEHAVIOR	VERY GOOD (3)	GOOD (2)	POOR (1)
A. Positive Attitude			
B. Team work ability			
C. Attendance			
D. Follows Policy			
E. Cares for the Patient			
F. Use of Good Judgment and Discretion			
G. Communication Skills			
H. Use of Common Sense			
I. Work Ethic			

Signature _____ Date _____

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