

# University of Cincinnati

**CONFIDENTIAL LETTER OF RECOMMENDATION  
UNDERGRADUATE SUMMER RESEARCH PROGRAM  
IN SCIENCE AND ENGINEERING  
2003**

THIS PART TO BE COMPLETED BY THE APPLICANT

NAME: \_\_\_\_\_  
Last First Middle

I agree to waive my right to examine this letter of recommendation.

\_\_\_\_\_  
Signature Date

THIS PART TO BE COMPLETED BY THE RECOMMENDER

\_\_\_\_\_  
Recommender's name (Please print)

\_\_\_\_\_  
Position or title School or company Phone number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature Date

1. How long have you known the applicant, and in what capacity?
2. I had an excellent \_\_\_ good \_\_\_ fair \_\_\_ poor \_\_\_ opportunity to observe the quality of this person's abilities.
3. How do you rate the applicant's promise for research?  
 Poor       Weak in some area(s), such as \_\_\_\_\_  
 Good       Excellent       No basis for judgment
4. If you were in need of a research assistant, would you hire this applicant?  
 definitely not     possibly     very likely     absolutely     no basis for judgement

(Please continue on reverse side)

5. In comparison with other persons of similar training and experience, what is your evaluation of the applicant with respect to these general characteristics?

	Below Average	Average	Somewhat Above Average	Good	Unusual	Out-standing	Truly Exceptional	Inadequate Opportunity to Observe
	Lowest 40%	Middle 20%	Next 15%	Next 15%	Highest 10%			
a. Knowledge of fundamentals								
b. Communication skills in English								
Speaking								
Writing								
c. Ability to think/ work independently								
d. Ability to work with others								
e. Common sense								
f. Dependability								
g. Imagination and originality								
h. Motivation								
i. Maturity								
j. Carefulness in work								
k. Self-reliance and personal initiative								
Overall expectation of performance								

6. Please indicate any other information concerning the applicant's potential that may not be reflected in the applicant's transcripts. Does the applicant have skills (laboratory, languages, computer, etc.) which are not adequately reflected in the academic record? If so, please elaborate. How does that applicant compare with promising contemporaries? (Attach an additional page if necessary.)

SEND COMPLETED RECOMMENDATION TO:

Margaret Vornhagen, Program Coordinator, Phone: (513) 556-4423  
 Room 101, Administration Building  
 University of Cincinnati, ML 0097  
 Cincinnati, OH 45221-0097

FOR QUESTIONS ABOUT THE REWU PROGRAM, CONTACT:

Urmila Ghia, Chair, REWU 2003 Program  
 Women in Science and Engineering (WISE)  
 Department of Mechanical, Industrial and Nuclear Engineering  
 683 Rhodes Hall Phone: (513) 556-4612  
 University of Cincinnati  
 Cincinnati, OH 45221-0072

**THE RECOMMENDATION MUST BE RECEIVED BY MARCH 3, 2003**