

University of Cincinnati

**CONFIDENTIAL LETTER OF RECOMMENDATION
UNDERGRADUATE SUMMER RESEARCH PROGRAM
IN SCIENCE AND ENGINEERING
2011**

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

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.) The recommendation should include a statement about research potential.

SEND COMPLETED RECOMMENDATION TO:

Patricia Runtz
 University of Cincinnati, 2614 McMicken Circle, Room 340 Van Wormer
 ML 0635 Phone: (513) 556-6047 Fax: (513) 556-6050
 Cincinnati, OH 45221-0635

FOR QUESTIONS ABOUT THE REWU 2011 PROGRAM, CONTACT:

Urmila Ghia, Chair, REWU 2011 Program
 Women in Science and Engineering (WISE)
 School of Dynamic Systems – Mechanical Engineering
 683 Rhodes Hall Phone: (513) 556-4612
 University of Cincinnati
 Cincinnati, OH 45221-0072

THE RECOMMENDATION MUST BE RECEIVED BY MARCH 1, 2011