

# University of Cincinnati

**CONFIDENTIAL LETTER OF RECOMMENDATION  
UNDERGRADUATE SUMMER RESEARCH PROGRAM  
IN SCIENCE AND ENGINEERING  
May 13-August 2, 2013**

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 next page)

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. On a separate sheet, please provide 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? The recommendation should include a statement about research potential.

**SEND COMPLETED RECOMMENDATION TO:**

MS Luree A Blythe  
 University of Cincinnati, SDS, Mechanical Engineering, 598 Rhodes  
 Hall ML 0072 Phone: (513) 556-2738 Fax: (513) 556-3390  
 Cincinnati, OH 45221-0072 Email: blythela@ucmail.uc.edu

**FOR QUESTIONS ABOUT THE REWU 2013 PROGRAM, CONTACT:**

Urmila Ghia, Chair, REWU 2013 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, 2013**