



Letter of Recommendation  
For  
Teaching / Research Assistantship

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Note to Student:

Complete this part of the recommendation form and give it to the professor who can comment on your qualifications as a graduate student and/or on your teaching and research abilities. Request your professor to submit the completed recommendation directly to: The School of Industrial Engineering, University of Oklahoma, 202 W. Boyd, Suite 124, Norman, OK 73019.

Applicant Name: \_\_\_\_\_  
Last (family) First Middle

Please check whether or not you waive the right to examine this recommendation under the Family Educational Rights and Privacy Act of 1974.

- \_\_\_\_\_ I waive my right to review this recommendation.
- \_\_\_\_\_ I do not waive my right to review this recommendation.

\_\_\_\_\_  
Applicant's Signature Date

.....  
Submitted to Professor: \_\_\_\_\_  
Please submit by: \_\_\_\_\_

Note to Professor:

Letters of recommendation from the student's professors play a very important role for awarding assistantships. We would very much appreciate a candid evaluation of the student's qualifications and experience. Thank you for your time in completing this recommendation.

1. In what capacity do you know the student and for how long? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please rate the applicant's characteristics with other students you have known.

	Top 5%	Top 10%	Top 25%	Top 50%	Below 50%
a. oral English skills					
b. written English skills					
c. intelligence					
d. originality/ initiative					
e. ability to work with others					
f. responsibility					
g. carefulness in work					
h. timeliness in work					

3. Please describe the applicant's potential for teaching and/or research: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Other pertinent information (e.g. the student's major strengths and weaknesses, computer skills, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Please indicate the strength of your overall endorsement and your expectations of the applicant's performance compared to other students in your department.

Top 5%	Top 10%	Top 25%	Top 50%	Lower 50%

Signature

Date

Name

Position

Institution: \_\_\_\_\_

Address: \_\_\_\_\_