Computer Science, Mathematics, and Physics Scholarship Program at Central Connecticut State University

Recommendation letter request form

Part 1 - Completed by applicant

Name: ____________________________________________

________________________________________________________________________

I choose to have this recommendation treated as (check one):

☐ CONFIDENTIAL (not open for my review)    ☐ NON-CONFIDENTIAL (open for my review)

If a box has not been checked, the recommendation will be treated as non-confidential.

Applicant’s signature: ___________________________ Date: ______________

Part 2 – Completed by recommender

The person whose name appears above is applying for a Computer Science, Mathematics, and Physics Scholarship at Central Connecticut State University (http://www.artsci.ccsu.edu/sstem). Your candid assessment of the applicant will greatly assist us in making a decision that is good for both the applicant and the Scholarship Program. We appreciate the time and effort you are making to provide us with this information.

1. Please define the nature of your relationship to the applicant. The relationship was/is: (check all that apply)

☐ Professional    ☐ Academic     ☐ Other (Explain) __________________________

I have known the applicant for approximately ______ years; ______ months

In the case of faculty, list the courses the applicant took under your direction at ____________

Course number ____________ Course name ________ When taken ______ Grade ______

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. Please give us your appraisal of the applicant in terms of the qualities listed below.

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<thead>
<tr>
<th></th>
<th>Top 5% Exceptional</th>
<th>Top 25% Above Average</th>
<th>Average</th>
<th>Lower 25%</th>
<th>Below Average</th>
<th>Not Observed</th>
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<tbody>
<tr>
<td>Integrity</td>
<td></td>
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<tr>
<td>Motivation: willingness to work intensely toward goals</td>
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<td>Ability to work with others</td>
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<td>Ability to manage time wisely</td>
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<td>Analytical ability: problem recognition, structuring and solving</td>
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<td>Ability in oral expression</td>
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(continued on the next page)
3. What do you consider to be the applicant’s strengths or talents?

4. What do you consider to be the applicant’s weaknesses or challenges?

5. How will this scholarship help the applicant realize his or her goals?

6. Please feel free to comment on the ratings you assigned in section 2 and to make an additional statement about the applicant's record, potential or personal qualities that will help us reach a decision.

7. I □ strongly recommend,  
   □ recommend,  
   □ recommend with reservations,  
   □ do not recommend that this applicant be granted the scholarship.

   Recommender’s signature: ____________________________________________________________

   Recommender’s name (please print): __________________________________________________

   Date: _____________________________________________________________________________

   Title: _____________________________________________________________________________

   Organization: _______________________________________________________________________

   Address: __________________________________________________________________________

   Phone: _____________________________________________________________________________

   Email address: _____________________________________________________________________

Please send your completed recommendation letter to:  
Dr. Stan Kurkovsky  
Department of Computer Science  
Central Connecticut State University  
1615 Stanley Street  
New Britain, CT 06050