

E-mail completed form to: eorta@nmsu.edu or Mail to: Emma Orta, LMSW
School of Social Work
New Mexico State University
MSC 3SW, PO Box 30001
Las Cruces, NM 88003

Graduate Assistant Letter of Reference

_____ is applying to the

Last Name **First** **Middle**
New Mexico State University School of Social Work for a Graduate Assistant position.
(Applicants please fill out above and give this form to an instructor or former professor acquainted with your academic abilities).

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TO WRITERS OF LETTERS OF REFERENCE

The information given in this recommendation will be considered confidential and will be used in the initial selection process only. This information will not become part of the student's academic record. We are particularly interested in the ability of the applicant to serve as a teaching/research assistant. We are also interested in the general character of the applicant. Please fill out and return this form to the address in the upper left corner.

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In comparison with other graduate students that you have known rate items "A" through "I" by a numeric score of 1 to 5. Base your ratings on the level of accomplishments you have come to expect from the applicant. Ratings are:

- 1.** Outstanding (top 10%); **2.** Superior; **3.** Above average;
4. Average; **5.** Below average; **X.** Inadequate knowledge to rate.

- () A. Intellectual ability () B. Computer skills
() C. Motivation and drive () D. Scholarship
() E. Ability in written expression () F. Ability in oral expression
() G. Research Skills () H. Emotional maturity & stability
() I. Self-reliance & independence

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Please cite special indications bearing upon the applicant's qualifications to assist in the teaching of social work courses and ability to engage in research.

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I have been acquainted with this applicant for a period of: _____
as _____ (teacher, advisor, supervisor, or other).

NAME: (print or type) _____ Position: _____

Institution: _____

Signature: _____ Date: _____