

LETTER OF REFERENCE IN SUPPORT OF:

Last Name First Middle

is applying to the New Mexico State University Graduate School for admission and financial aid to study in the department of Communication Studies at New Mexico State University (Applicant please fill out the line above and give this form to an instructor or former teacher acquainted with your abilities. *She/he should return the form directly to the Communication Studies Department.*)

I. To Writers of Letters of Recommendation:

The information in your 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 applicant's ability to:

- Pursue graduate study
- Perform Research
- Serve as a teaching assistant
- Serve in a professional capacity

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

- 1—truly outstanding - top 10%
- 2—superior;
- 3—above average;
- 4—average
- 5—below average
- X—inadequate knowledge to rate.

- A. Writing Skills
- B. Ability in oral expression
- C. Self—reliance/independence
- D. Motivation and Drive
- E. Emotional maturity/stability
- F. Research Skills
- G. Intellectual Ability
- H. Scholarship
- I. Mastery of fundamentals

II. How far do you believe this applicant will progress? (Check one)

- Will probably complete the master's degree
- Is not likely to complete any master's degree

III. On the back of this form or on your own letterhead please provide specific information bearing on the applicant's qualifications. For non-U.S. citizens, please indicate the degree of English proficiency for teaching duties.

I have been acquainted with this applicant during the period from: _____ to: _____ as:
_____ (teacher, advisor, supervisor, etc.)

Your Name (type or print) _____ Position: _____

Institution _____ Signature _____, Date _____

Return to: Department of Communication Studies, MSC 3W, Las Cruces NM 88003