



College of Arts and Letters

Department of English

TEACHING ASSOCIATE PROGRAM RECOMMENDATION FORM

Part A: TO BE COMPLETED BY THE APPLICANT

Applicant Name: _____

This confidential statement is being obtained as part of the Teaching Associate selection process in the Department of English at California State University, Los Angeles. It will be received and maintained in confidence. You may inspect this letter unless you have voluntarily waived this right by signing below to affirm the following statement:

"I understand that, under the Family Educational Rights and Privacy Act of 1974, I have a right to inspect letters of recommendation and that this right may be waived if I so choose, although such a waiver must be voluntary and cannot be a condition of admission, employment, or award. I hereby expressly waive any and all rights of access to this letter."

Signature _____ Date _____

Part B: TO BE COMPLETED BY THE RECOMMENDER

Name of Faculty Member Submitting Recommendation: _____

How long have you known the applicant and in what capacity (capacities)?

Please rate the applicant in each of the categories below.

Table with 6 columns: Skill Category, Excellent (top 10%), Very Good (top 25%), Above Average (top 50%), Below Average (lower 50%), Unable to Rate. Rows include Oral Communication Skills, Writing Skills, Analytical Skills, Collegiality and Interpersonal Skills, and Potential for Success in Teaching.

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We would appreciate your candid evaluation of the applicant's ability to serve as a Graduate Teaching Associate in the Department of English at California State University, Los Angeles as well as her/his potential as a graduate student.

Please answer the questions below. You may write your responses directly on this form or attach a letter that includes your responses.

How would you characterize the applicant's potential as a teacher?

How would you describe the applicant's interpersonal communication skills and ability to work with diverse groups?

In your opinion, how effective will the applicant be in managing the variety of tasks (taking classes, teaching classes, completing a culminating activity) faced by a Graduate Teaching Associate?

Signature of Person Completing this Form _____ Date _____

Return to: English Dept Advisement Office (ET A638), Cal State LA, 5151 State University Dr., Los Angeles, CA 90032