Lab Instructional Assistant Reference

This section completed by applicant

Please complete this portion of the recommendation form before giving it to your source of reference. Pursuant to the Family Education Rights and Privacy Act (Buckley Amendment) enacted on December 31, 1974, I DO ☐ DO NOT ☐ waive the right to inspect and review this completed recommendation.

Applicant’s Name ____________________________________________ Applicant’s Signature ____________________________ Date __________
TxSt ID: ____________________________ List of labs you wish to IA: ____________________________

***Attach a copy of an unofficial transcript to this reference form***
List course(s) you took with the referencing faculty and the semester taken: ____________________________

THIS SECTION COMPLETED BY REFERENCE

The purpose of this form is to assist the lab coordinators in evaluating applicants.

Name of reference completing this form ____________________________________________

How long, and in what capacity, have you known the applicant?

What specific lab(s) do you feel the applicant can effectively instruct?

Using a 5-point scale, please rate the applicant on the following items.

1 -- Strongly Agree; 2 -- Agree; 3 -- Disagree; 4 -- Strongly Disagree; 5 -- Unable to Judge

Rating Comments

_____ 1. Demonstrates knowledge of subject
_____ 2. Applies knowledge of subject
_____ 3. Exhibits a sense of responsibility
_____ 4. Relates to authority
_____ 5. Exhibits effective communication skills

Please attach any additional information that you feel will help to determine the lab assignment.

☐ I recommend the applicant without reservation.
☐ I recommend the applicant, but I have these reservations: ____________________________
☐ I have substantial doubts about the applicant's ability to be an effective lab instructor.
☐ I would like to discuss the applicant's qualifications over the phone, email, or in person.

__________________________________________________________
Signature Date

Please return this reference to the department office.

6/15/2017