

**2019 STEM Undergraduate Research Experience (SURE)  
Waiver and Recommendation Form**

**WAIVER FORM** (to be completed and signed by student)

**TO THE APPLICANT:** Complete the top portion of this form and provide it (and the blank applicant rating form below) to your letter writers. You should also provide your letter writer with a copy of the attached *Letter Writer Guidelines for the STEM Undergraduate Research Experience (SURE)*.

Applicant's full name: \_\_\_\_\_ TxSt ID \_\_\_\_\_

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), you may access and review this evaluation unless you explicitly waive this right.

\_\_\_\_\_ I wave my right to access and review this letter of recommendation at any time.

\_\_\_\_\_ I do not waive my right to access and review this letter of evaluation at any time.

\_\_\_\_\_  
**Signature of applicant**

\_\_\_\_\_  
**Date**

**APPLICANT RATING FORM** (to be completed and signed by faculty member)

	Weak	Below Average	Average	Above Average (Top 15%)	Exceptional (top 5%)	No Basis for Judgment
Maturity	1	2	3	4	5	<input type="checkbox"/>
Reliability	1	2	3	4	5	<input type="checkbox"/>
Independence	1	2	3	4	5	<input type="checkbox"/>
Ability to follow directions	1	2	3	4	5	<input type="checkbox"/>
Willingness to ask questions	1	2	3	4	5	<input type="checkbox"/>
Integrity	1	2	3	4	5	<input type="checkbox"/>
Work ethic	1	2	3	4	5	<input type="checkbox"/>
Intellectual curiosity	1	2	3	4	5	<input type="checkbox"/>
Ability to achieve goals	1	2	3	4	5	<input type="checkbox"/>
<b>Potential</b> to succeed in research	1	2	3	4	5	<input type="checkbox"/>

**Overall Recommendation (check one)**

- enthusiastically recommend  
 highly recommend  
 recommend  
 recommend with reservation  
 do not recommend at this time

I am interested in mentoring this student

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**This Applicant Rating form must be completed, signed by faculty member, and accompany the letter of recommendation, sent via email to [HSI\\_SURE@txstate.edu](mailto:HSI_SURE@txstate.edu) (preferred) or via campus mail (SURE Program, 229 Nueces) by the faculty member before close of business February 20, 2019.**

## GUIDELINES FOR LETTERS OF RECOMMENDATION FOR SURE PARTICIPANTS

The letter you are providing for this applicant is an important component of his or her application, and we thank you for taking some of your valuable time to generate a candid, informative letter to help us select the best candidates. Each applicant is required to have two letters of recommendation.

### Background Information on the STEM Undergraduate Research Experience (SURE) Program

The STEM Undergraduate Research Experience (SURE) program is funded by a Hispanic-Serving Institution (HSI) STEM grant from the Department of Education. As such, an important purpose of the funding is to influence the culture of the university to better serve Hispanic and other minority students—keeping them in a STEM field, and taking measures to ensure that our graduates are fully prepared for a successful STEM career or graduate school. Given that Texas State has recently become a minority-majority institution, this underlying purpose of cultural influence is of heightened relevance.

Ethnicity, however, is not one of the selection criteria for participants. To be eligible for the SURE program, students must meet requirements for GPA and major, and must be either a first-generation student or low-income. We determine whether they meet those criteria through their application, and they may choose not to disclose to you whether they meet these evaluation criteria. You, however, can help reviewers determine whether the candidate will contribute to our underlying goal of influencing the culture of the university, regardless of their ethnicity. The SURE staff and the review committee will be interested in knowing how the student you recommend can move us toward the goal of inclusivity.

Please do not hesitate to contact us with any question you may have. Contact Nina Wright at [HSI\\_SURE@txstate.edu](mailto:HSI_SURE@txstate.edu).

### General guidelines for your letter

- Do not give your completed letter to the student for delivery.
- Please make note of the applicant's decision to waive or not waive their right to see your letter. You are not obligated to write a letter for an applicant who has not waived their right to see your letter.
- Your letter of recommendation should be typed on institutional letterhead and should contain a date, your signature and your title. Please retain a copy of this letter in your files
- Please include a date on your letter.
- Use a "Dear SURE Selection Committee" salutation.
- Give an explanation of your relationship with and length of time you've known the applicant.
- Note whether you are interested in mentoring the student, yourself.
- Personalize your letter, citing specific examples of the applicant's abilities and achievements rather than using vague generalizations when possible.

### Here is some additional information that you should try to include in your letters of evaluation:

- Please provide us with your candid assessment of the likelihood for success of this applicant in undergraduate research and the potential for growth of the student through a research experience.
- If possible, please tell us whether and how you think the student's participation in the SURE program could support an underlying purpose of improving the campus culture of inclusivity and the success of minority graduates from Texas State.