



Telecommunications and Networking Program Letter of Recommendation

To the applicant:

For the convenience of the individual completing this form, please provide a stamped envelope addressed to: **Admissions Coordinator, School of Information Sciences, University of Pittsburgh, 505 Information Sciences Building, 135 N. Bellefield Avenue, Pittsburgh, PA 15260.**

Applicant Name	Date
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Degree Sought: _____

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (P. L. 93-380), a student has access to all files pertaining to the student with the exception of those documents to which the right of access has been waived:

- The student WAIVES the right to examine the following recommendation.
- The student DOES NOT WAIVE the right to examine the following recommendation.

To the Individual Acting as a Reference:

The applicant to the degree program indicated above has asked you to serve as a reference.

- Competent evaluation is important both to the candidate and to the department. An unprepared candidate can spend significant amounts for tuition with no benefit.
- Candor in your comments is essential for fairness to both parties. At the same time, we ask that you make no statement that would indicate the applicant's race, creed, or national origin.
- The following page of this form is designed to provide a quick way for you to assess the applicant's overall potential for study in the information systems or telecommunications field. We welcome a more detailed assessment should you wish to provide one but you should know that we attach no special significance to letters over the use of this form. In any case, we ask that you complete the rating section of this form.
- If you are unfamiliar with the fields of information and telecommunications, this overview may be of assistance in formulating your reference. Information science and telecommunications explore all aspects of information processing in humans and machines with particular emphasis on the development of computer-based systems to acquire, transmit, and utilize information in decision making, problem solving, planning and control. The department takes a

multidisciplinary approach and places particular emphasis on disciplines such as telecommunications, computer science, cognitive science, and human computer interaction, as well as on traditional areas of computer and information science such as information retrieval, software engineering, and systems analysis and design. The master's programs are designed to educate information science and telecommunications professionals who can design, implement and/or manage information or telecommunications systems in a diverse range of organizations. The programs also offer preparation for individuals preparing to pursue research and/or academic careers at the master's or doctoral level in information science, telecommunications, or related disciplines.

If you have not been provided a stamped envelope by the applicant, please return the completed form to the address on the first page:

Thank you for your assistance.

ASSESSMENT

How long have you known this applicant? _____

In what capacity? _____

In comparison with other individuals at the same stage in their career, please rate the applicant on the following characteristics:

	Top 5%	Top 10%	Top 25%	Average	Below Average	Can't Assess
Motivation	_____	_____	_____	_____	_____	_____
Quantitative Ability	_____	_____	_____	_____	_____	_____
Programming Skills	_____	_____	_____	_____	_____	_____
Writing Skills	_____	_____	_____	_____	_____	_____
Ability to Communicate	_____	_____	_____	_____	_____	_____
Ability to Conduct Research	_____	_____	_____	_____	_____	_____
Ability to Work Independently	_____	_____	_____	_____	_____	_____
Creativity	_____	_____	_____	_____	_____	_____
Breadth of Knowledge	_____	_____	_____	_____	_____	_____

Please comment on the above assessment of this candidate's qualifications and potential for graduate study in the field of Information Science/Telecommunications. Feel free to attach a letter.

Overall Assessment (Please check only one)

This is a truly exceptional candidate.

- I recommend without qualification that the applicant be admitted to the program.
- I recommend that the applicant be admitted to the program.
- I recommend with some reservations that the applicant be admitted to the program.
- I do not recommend that the applicant be admitted to the program.

Signature of Reference Date

Please Print Name: _____

Position/Title _____

Institution Address: _____

Phone Number: _____ Email: _____