

## Faculty Recommendation Form

UTSA College of Architecture, Construction and Planning

**To the applicant:** First, complete the top portion of this form, including your name and Banner ID. Next, email this form to an instructor in the College of Architecture, Construction and Planning who is able to comment on your work as a student. The instructor then emails the form directly to Nicole Chavez in the Dean’s Office at [nicole.chavez@utsa.edu](mailto:nicole.chavez@utsa.edu) by the application deadline of February 15, 2017. Please submit only one recommendation. It is advised that you contact the instructor no later than January 25, 2017 to see if he/she will be able to provide a recommendation for you by the application deadline.

Applicant: \_\_\_\_\_ Banner ID: \_\_\_\_\_

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**To the instructor:** Your recommendation of the applicant will remain strictly confidential. Please complete the questions below and email the form directly to Nicole Chavez in the Dean’s Office at [nicole.chavez@utsa.edu](mailto:nicole.chavez@utsa.edu) by the application deadline of February 15, 2017. The form will then be provided to the CACP Scholarship Committee along with the rest of the applicant’s materials.

Name of referrer: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

1. In this rating chart, please evaluate the applicant in comparison with other students whom you have known during your professional career. 5 is the highest rating and 1 is the lowest rating. Please select “NA” if you do not have enough information about the applicant to rate a particular item.

	Excellent (5)	Very Good (4)	Average (3)	Below Average (2)	NA (1)
Critical thinking					
Knowledge of field & potential for significant future contribution					
Motivation (initiative, resourcefulness, self-starter)					
Communication skills (ability to express ideas)					
Collaborative spirit & interdisciplinary thinking					
Adaptability to new situations					
Leadership qualities					
Class attendance & reliability					

2. In 200 words or less, please discuss the characteristics or attributes that best describe the applicant. Provide at least one example when such characteristics were demonstrated in the learning or work environment.

Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

(Typing in the fields above is acceptable.)

*PLEASE EMAIL FORM DIRECTLY TO NICOLE CHAVEZ IN THE DEAN'S OFFICE*