



JMU Learning Centers  
 Science and Math Learning Centers  
 738 S. Mason Street., MSC 1023  
 Harrisonburg, VA 22807  
 (540) 568 – 3379 (phone)  
 (540) 568 – 2926 (fax)

## LETTER OF RECOMMENDATION

### TO BE COMPLETED BY THE APPLICANT:

Applicant Name \_\_\_\_\_ Major \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Discipline you wish to tutor: (check all that apply)

- ☐ General Chemistry
 ☐ Organic Chemistry
 ☐ Physics
 ☐ Math
 ☐ Statistics

You are required to submit **two** letter of recommendation forms. One letter must be from the professor/instructor in the discipline in which you wish to tutor and we recommend the second from be from someone who can speak to your character and academic abilities.

The recommendation form should be sent or e-mailed to the respective discipline contact (see below for appropriate contact). If sent to the Science and Math Learning Center, it must be signed, sealed and signed across the flap of the envelope.

Under the federal Family Educational Rights and privacy Act of 1974, students are entitled to review their records, including letters of recommendation. However, those writing and assessing recommendations may attach more significance to them if it is known that the recommendation will remain confidential. It is your option to waive your right to access these recommendations or to decline to do so. Please mark the appropriate phrase below, indicating your choice of option and sign your name:

- ☐ I waive my rights to future access to this recommendation
 ☐ I do not waive my rights to future access to this recommendation

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

### TO BE COMPLETED BY THE RECOMMENDATION WRITER:

The person whose name appears above has applied to be a peer tutor in the Science and Math Learning Center. We would appreciate your candid appraisal. If you wish to use a letter or different format, please feel free to do so.

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

Please assess the applicant relative to other students or employees whom you have known in a similar capacity.

Characteristics	Outstanding (Top 2%)	Superior (Top 10%)	Good (Top Third)	Fair (Middle Third)	Poor (Bottom Third)	Unable to Judge
Academic ability in specific discipline						
Work Ethic						
Interpersonal skills						
Ability to work with others						
Independence/Initiative						
Communication skills						
Maturity						
Concern for Others						
Problem solving skills						
Adaptability						
Professional Commitment						
Leadership potential						

Any additional comments? Please provide any remarks you feel are important below. (If more space is needed, please attach to this form.)

What is your overall recommendation?

- ☐ Strongly Recommend
- ☐ Recommend
- ☐ Recommend with Reservation
- ☐ Would not recommend

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Recommender's Name

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Position/Title

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Institution/Employer

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Business Address

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Phone Number

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E-mail Address

*Please return completed form to Science and Math Learning Center or e-mail to the respective discipline contact (see below).  
Thanks for your assistance.*

**Chemistry:** Dr. Mary Tam ([tammc@jmu.edu](mailto:tammc@jmu.edu))

**Mathematics, Statistics, Physics:** Dr. Nolan McMurray ([mcmurrnb@jmu.edu](mailto:mcmurrnb@jmu.edu))