University of Pittsburgh

Letter of Recommendation
Department of Information Science

To the applicant

For the convenience of the person completing this form, you should provide a stamped envelope addressed to: SLIS Admissions Coordinator, University of Pittsburgh, 505 LIS Building, Pittsburgh, PA 15260.

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

☐ I waive my right to examine the following letter of recommendation.
☐ I do not waive my right to examine the following letter of recommendation.

Applicant Signature _____ Date _____

Applicant Name _____ Degree Sought _____

To the person acting as a reference

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

- 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 reverse side 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 it, 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 science 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, and planning and control. The department takes a multidisciplinary approach and has particular emphases 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 masters programs are designed to educate information science and telecommunications professionals who can design, develop, 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 masters or doctoral level in information science, telecommunications, or related disciplines.
- Please return the completed form to:
  SLIS Admissions Coordinator
  505 LIS Building
  University of Pittsburgh
  Pittsburgh, PA 15260

Assessment

In comparison with other individuals at the same stage in their career, how would you rate the applicant on the following dimensions:

	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

- ☐ 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 reservation that the applicant be admitted to the program.
- ☐ I do not recommend that the applicant be admitted to the program.

Signature Date

Name

Position or Title

Business Address

Phone Number