



39 Fernhill Ave.  
Ross, CA 94806  
p. 415-454-3612

## **Branson Summer STEM Institute (BSSI)**

### **BSSI Teaching Assistant/Counselor Letter of Recommendation Request**

**Deadline: April 1, 2014**

#### **Program Description:**

The applicant is applying for a teaching assistant and counselor position for the Branson Summer STEM Institute, a four-week summer enrichment program for gifted secondary students in the field of biology.

Students in this program will engage in university-level core courses and labs in preparation for an intensive team research project with research professionals including post-doctoral and doctoral program scientists from Stanford University; the University of California, San Francisco; and the California Academy of Sciences.

For additional information on the program, go to our website at <http://www.branson.org/BSSI>.

#### **Letter of Recommendation Guidelines:**

Please provide us with a candid evaluation of this candidate. Your evaluation is a crucial part of the TA/counselor application.

All evaluations should be e-mailed in PDF form to BSSI Director, [carl\\_ma@branson.org](mailto:carl_ma@branson.org), by April 1 from your **school e-mail account**. Positions are open until filled.

The recommender evaluation contains the following parts:

Part 1: A short survey of your student's abilities and performance

Part 2: Formal Letter of Recommendation

In the formal letter of Recommendation, please address the following questions in addition to any others you choose:

1. In what capacity and for what length of time have you known the student?
2. Please discuss the student's character.
3. Please discuss the student's abilities as a leader and motivator in the academic setting and/or a social setting.
4. Please discuss the student's academic accomplishments and/or research aptitude.



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## **Letter of Recommendation Submission Guidelines:**

1. Complete the student assessment by typing into the evaluation blanks and saving the PDF document.
2. Please type your formal letter of recommendation into the space provided on this PDF document. Alternatively, text can also be pasted into the space provided.
3. Please save the PDF document with the title  
"STUDENTLASTNAME\_STUDENTFIRSTNAME\_YOURINITIALS"
4. Please e-mail the saved PDF to Carl Ma, BSSI Director, at [carl\\_ma@branson.org](mailto:carl_ma@branson.org).

**Please use a school email address to confirm that a school official wrote the evaluation.**



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Please appraise the applicant's abilities and performance in comparison to other students whom you have taught during your career.

	No Opportunity to Observe	Top 50% Average	Top 25% Good	Top 10% Very Good	Top 5% Excellent	Top 1% Exceptional *(best in my career)
Academic capability						
Ability to be analytical						
Oral communication						
Written communication						
Level of enthusiasm/curiosity						
Maturity and responsibility						
Personal character						
Passion for the Sciences						
Quantitative reasoning						

In the following space, please assess the student's ability to work with and interact with others.



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On this page, please include your formal Letter of Recommendation.

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**To the recommender:** Thank you for being an invaluable member of the application process. BSSI is committed to promoting the sciences among our secondary school students. This recommendation will remain confidential. We appreciate your candor and support of the sciences.

**Note: Typing your name is equivalent to affixing your signature to this form.**

Recommender Signature

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Position

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Email Address

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