

FIRST-YEAR EXPERIENCE TEACHING ASSISTANT REFERENCE FORM

To the Evaluator: The student listed below has applied to be a Teaching Assistant (TA) in the First-Year Experience course. It would be helpful in our evaluation of the applicant's candidacy if you could comment on his/her ability to successfully undertake the responsibilities of this position.

Position Overview: TAs are upper-classmen who are paired with a section of the First-Year Experience course (CAS 101/SBS 100) and a faculty instructor. It is expected that First-Year Experience TAs will serve as positive role models for new students and assist them in making a successful transition to Suffolk University. These TAs are trained in and expected to be knowledgeable about institutional information, group dynamics and student development issues. Outside of class, a TA meets individually or in small groups with their students to answer any questions they may have, encourage participation in programs specifically designed for the First-Year Experience course, as well as those programs university-wide designed to benefit new students.

Name of Student (for whom you are writing this reference): _____

Your Name: _____

Business/Institution: _____

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

Please use a scale of 1-5 to rate the following:

(1=poor, 2=below average, 3=average, 4=above average, 5=excellent)

Ability to accept and integrate new ideas _____

Ability to accept and integrate different values and lifestyles _____

Ability to communicate effectively; listening and expressing self _____

Ability to portray a positive attitude and constructive approach _____

Awareness of own limits; strengths and weaknesses _____

Reliability; conscientious and takes initiative; sense of commitment _____

Effectiveness in working with others; respect other's views _____

Ability to assume a leadership role among peers _____

Attention to detail and administrative process _____

Ability to motivate others in a common purpose _____

Please use box below to comment on the candidate's greatest strengths and any areas where you think the candidate may need to make improvements. (350 character limit)

Please indicate your overall recommendation for this person's candidacy for a Freshman Year Experience TA position.

[] highly recommend [] recommend
[] recommend with reservations [] do not recommend

Electronic signature: _____ Date: _____

**Reference forms must be submitted to FYE@SUFFOLK.EDU
Early Bird Due Date: FEBRUARY 15, 2019 | Final Due Date: FEBRUARY 27, 2019**