

Character Reference Request Form for Rutgers Youth Enjoy Science

Greetings Teacher!

Thank you for taking the time to complete this recommendation form on behalf of your student. The recommendation you are completing will be an integral part of your student's application. We ask that you focus on the positive as much as possible when completing this form. Below are a few guidelines for completing the form.

Guidelines for the recommendation form:

- Please type your responses directly into the PDF form.
- Make sure you include some information about your personal experience working with this student in the space for additional comments. Blank or sparsely written comment sections are viewed negatively by the Application Review Committee.
- Once you have completed the form, please save it with the Applicant's name in the file name (it may be easiest to save directly to your desktop).
- Retain a copy of the completed recommendation for your records.
- Email the completed form to RUYES@cinj.rutgers.edu.
- Before sending your email, open your attachment one last time and confirm all fields have been completed. If your information is not saving, see the tips and tricks on page 2 of this letter.
- This form **MUST** be emailed directly to RUYES from a teacher/school email account in order for it to be accepted.

This form is due to the RUYES office by **February 20th**. Once you have completed the form, please email it directly to RUYES (RUYES@cinj.rutgers.edu). We can only accept recommendations emailed from a teacher/school email account. Faxes cannot be accepted.

If you have any questions, do not hesitate to contact our team at RUYES@cinj.rutgers.edu. If you would like to find out more information on RUYES Mentored Research programs, please visit cinj.org/ruyes.

Thank you in advance for your time and all you are doing for your students!

Character Reference Request Form for Rutgers Youth Enjoy Science

Tips & Tricks

If you are having trouble saving the completed version of the recommendation, we recommend “printing” your response to a new PDF by following the steps below:

- Open the attached recommendation PDF in Adobe.
- Type your information and responses directly into the form.
- When you have completed all of the fields – select “file” — “print” (not save).
- When the print window pops up pay specific attention to the destination or printer to which you are printing.
- Make sure that the destination or printer says, “Save as PDF” or “Adobe PDF”.
- Select Print.
- Another window will pop up where you can rename the file and choose where it will be saved.
- Rename the file using the student’s name and hit save.
- Your completed PDF should be saved and ready to be sent!

If you are still having trouble completing the form or saving the completed version, please do not hesitate to reach out to us directly. We are more than happy to walk you through the steps and assist in any way possible!

Thank you for your support!

Character Reference Request Form for Rutgers Youth Enjoy Science

Applicant's Name: _____

Position: Rutgers Youth Enjoy Science Cancer Research Program for Students

Location: Rutgers Cancer Institute of New Jersey Summer; New Brunswick, NJ Dates: Summer '25 & '26

Reference Name: _____ Phone: _____

School/Company: _____ Email: _____

Reference Title: _____ How long have you known the candidate: _____

To Answer Questions:

Please answer each question throughout the survey by marking "X" on the appropriate box under the number that best describes the extent to which you feel the candidate uses these skills, compared to others in the classroom/workplace. As you read each item, please keep in mind:

The scale below is on a continuum of 1 - 5, where a "1" indicates that compared to others in the workplace/classroom, the candidate never uses the skill under any circumstances. A "3" indicates that candidate uses the skill to a moderate or average extent. A "5" indicates that compared to others in the classroom/workplace, the candidate uses this skill at all times and under all circumstances.

If you cannot answer a particular question based on your own personal experience or observation of the Candidate, mark the "Not Observed" (N/O) column for that question. Your responses are personal and do not reflect the views of any company/organization to which you belong now or to which you have belonged in the past.

EXTENT SCALE

1=Never, 2=Some Extent, 3=Moderate Extent, 4=Average Extent, 5=Always

General Conduct

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>Not Observed</u>
<i>Asks questions and actively participates in conversations.</i>						
<i>Builds strong, positive working relationships with teachers and peers, and maintains them over time?</i>						
<i>Independently manages own time and shows good judgment in prioritizing work to meet deadlines?</i>						
<i>Demonstrates dependability (e.g., reports consistently, and on time, for work, appointments, and meetings)?</i>						

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Character

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>Not Observed</u>
<i>Accepts feedback without becoming angry or defensive and uses it to strengthen future performance</i>						
<i>Acts with integrity</i>						
<i>Demonstrates trustworthiness</i>						
<i>Is truthful and honest</i>						
<i>Listens carefully to others, taking time to understand and ask appropriate questions without interrupting?</i>						
<i>Shows good work ethic</i>						
<i>Treats other people, including those of different backgrounds, beliefs, and genders, with fairness and respect?</i>						

Science and Education Competence

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>Not Observed</u>
<i>Communicates information, ideas, and data clearly and concisely so that others can understand?</i>						
<i>Demonstrates knowledge of biology</i>						
<i>Submits assignments on time</i>						
<i>Submits high-quality work/assignments</i>						
<i>Understands lab procedures and techniques</i>						
<i>Uses problem solving skills</i>						

Additional Questions:

Was there ever a time when the candidate's honesty and integrity were brought into question?

Starting with the most important, please comment on the top 3 ways that this individual could improve upon their work/school performance.

Starting with the most important, please comment on the top 3 strengths of this individual.

Additional comment you would like the Review Committee to consider about the applicant.

Character Reference Request Form for Rutgers Youth Enjoy Science

Greetings Principals and/or Supervisors!

Thank you for taking the time to complete this recommendation form on behalf of your teacher. The recommendation you are completing will be an integral part of your teacher's application. We ask that you focus on the positive as much as possible when completing this form. Below are a few guidelines for completing the form.

Guidelines for the recommendation form:

- Please type your responses directly into the PDF form.
- Make sure you include some information about your personal experience working with the candidate in the space for additional comments. Blank or sparsely written comment sections are viewed negatively by the Application Review Committee.
- Once you have completed the form, please save it with the Applicant's name in the file name (it may be easiest to save directly to your desktop).
- Retain a copy of the completed recommendation for your records.
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- Before sending your email, open your attachment one last time and confirm all fields have been completed. If your information is not saving, see the tips and tricks on page 2 of this letter.
- This form **MUST** be emailed directly to RUYES from a teacher/school email account in order for it to be accepted.

This form is due to the RUYES office by **February 23**. Once you have completed the form, please email it directly to RUYES (RUYES@cinj.rutgers.edu). We can only accept recommendations emailed from a teacher/school email account. Faxes cannot be accepted.

If you have any questions, do not hesitate to contact our team at RUYES@cinj.rutgers.edu. If you would like to find out more information on RUYES Mentored Research programs, please visit cinj.org/ruyes.

Thank you in advance for your time and all you are doing for your students and teachers!

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Tips & Tricks

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- Another window will pop up where you can rename the file and choose where it will be saved.
- Rename the file using the student’s name and hit save.
- Your completed PDF should be saved and ready to be sent!

If you are still having trouble completing the form or saving the completed version, please do not hesitate to reach out to us directly. We are more than happy to walk you through the steps and assist in any way possible!

Thank you for your support!

Character Reference Request Form for Rutgers Youth Enjoy Science

Applicant's Name: _____

Position: Rutgers Youth Enjoy Science Cancer Research Program for TEACHERS

Location: Rutgers Cancer Institute of New Jersey Summer; New Brunswick, NJ Dates: Summer '23 & '24

Reference Name: _____ Phone: _____

School: _____ Email: _____

Reference Title: _____ How long have you known the candidate: _____

To Answer Questions:

Please answer each question throughout the survey by marking "X" on the appropriate box under the number that best describes the extent to which you feel the candidate uses these skills, compared to others in the classroom/workplace. As you read each item, please keep in mind:

The scale below is on a continuum of 1 - 5, where a "1" indicates that compared to others in the workplace/classroom, the candidate never uses the skill under any circumstances. A "3" indicates that candidate uses the skill to a moderate or average extent. A "5" indicates that compared to others in the classroom/workplace, the candidate uses this skill at all times and under all circumstances.

If you cannot answer a particular question based on your own personal experience or observation of the Candidate, mark the "Not Observed" (N/O) column for that question. Your responses are personal and do not reflect the views of any company/organization to which you belong now or to which you have belonged in the past.

EXTENT SCALE

1=Never, 2=Some Extent, 3=Moderate Extent, 4=Average Extent, 5=Always

General Conduct

<i>The teacher/candidate;</i>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>Not Observed</u>
<i>Builds strong, positive working relationships with colleagues and maintains them over time?</i>						
<i>Communicates information, ideas, and data clearly and concisely so that others can understand?</i>						
<i>Demonstrates dependability (e.g., reports consistently, and on time, for work, appointments, and meetings)?</i>						
<i>Successfully manages multiple priorities and consistently meets deadlines?</i>						

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Curriculum and Education Competence

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>Not Observed</u>
<i>Ability to plan, prioritize and effectively manage tasks assigned</i>						
<i>Cooperates with others in the department to achieve common goals</i>						
<i>Demonstrates knowledge of curriculum development</i>						
<i>Demonstrates knowledge of subject matter and transmits knowledge in an interesting manner using a variety of techniques and/or materials to accomplish the objectives of instruction</i>						
<i>Is willing to take personal risks to advance new ideas; has courage to commit resources based on analysis and intuition</i>						
<i>Pedagogical knowledge</i>						

Additional Questions:

Starting with the most important, please comment on the top 3 ways that this individual could improve upon their work performance.

Starting with the most important, please comment on the top 3 strengths of this individual.

Additional comment you would like the Review Committee to consider about the applicant.

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