

The Legislative Gazette

Media news site of New York State government

An Educational Project of the Research Foundation of SUNY New Paltz

Recommendation for Legislative Gazette Internship

James Gormley, Editor

The Legislative Gazette, Empire State Plaza

Concourse Room 116, Albany, NY 12224

Should you have any questions, please call (518) 486-6513

Notice to the Applicant: Please complete the section below and forward this form to the individual who will serve as your reference. You should also provide a stamped addressed envelope. If the recommendation is handed back to you, place the sealed letter in a large envelope and include it as part of your application.

Name of Applicant: _____
Last (Family) First Middle Initial

Student ID Number: _____

School currently attending: _____

Name of Reference: _____
(Please print)

Occupation of Reference: _____

Confidentiality: The Family Education Rights and Privacy Act of 1974 (FERPA), as amended, permits enrolled students access to letters of recommendation retained in their files. The applicant may waive this right of access, in which instance, retained letters will be considered confidential and will typically not be available to students. If you wish to waive your right of access to this letter, please indicate by signing your name on the line below. By signing below, you agree to waive all right to review the content of this letter of recommendation.

Applicant Signature Date

Notice to the Recommender: The above named individual is applying for an internship at the Legislative Gazette. The Gazette places great emphasis on the importance of testimony of those qualified to offer comments concerning the qualifications of the applicant. Please return to the applicant this completed form in a sealed envelope, with your signature across the sealed flap. If you prefer not to give this form directly to the applicant, please mail this document to the address noted above. Thank you.

Please turn to the second page

How long have you known the applicant? _____

In what capacity? _____

Please rate the applicant using the scale below. Please provide narrative comments on the reverse side of this form.

Please comment on the specific talents the applicant has demonstrated in research, writing or teaching. We also welcome comments concerning the applicant's academic, personal and professional qualities which reflect his/her ability to engage in graduate study. If you wish, you may attach a separate letter instead of using this form.

	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	OUTSTANDING	NOT ABLE TO JUDGE
Ability of expression in written and oral work					
Creativity in research work, projects, etc.					
Motivation for proposed program of study					
General preparation for internship					

Please comment on the specific talents the applicant has demonstrated in research and writing. We also welcome comments concerning the applicant's academic, personal and professional qualities which reflect his/her ability to engage in an internship. If you wish, you may attach a separate letter instead of using this form.

Signature Date

Title

**Please return this form in a sealed envelope to the applicant.
Please sign your name across the seal of the
envelope. Thank you for completing this form according to our instructions.
If you have any questions call 518 486-6513 or e-mail editor@legislativegazette.com**