Dear Faculty Member,

Thank you for taking the time to complete this form. In order to keep your recommendation confidential, we ask that you return the form directly to the committee. If you feel that you cannot give a good recommendation, we advise you to tell the student to find another recommender or even advise them against taking the trip. You can counsel them on how to better prepare for a trip/conference at a later date. We see faculty mentors/thesis supervisors as the first line of defense in advising students in academic and career choices. If you find that the student is not prepared or that the event is frivolous you should advise the student about these matters.

Sincerely,

The SSH Student Activities Committee

**For Undergraduate, Graduate, PhD Travels:**

Please return the form directly from your email (not the Student’s) to 1 cc’d addresses:

[SSH Student Activities Committee](mailto:studenttripsssh@nu.edu.kz)



| | Name of Faculty Recommender: |  |  |  | | --- | --- | --- | --- | | Name of Student: |  |  |  | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |

1. Are you the Direct Supervisor of the paper or project, the Coach or Faculty Mentor of the Club, or the Graduate Program Director? Please select the applicable box(es) below:

| **YES:**  **I am the Project/ Paper Supervisor** |  | **YES:**  **I am the Coach or Club Mentor** |  | **YES:**  **I am the Graduate Program Director** |  | **NO: I am writing about the student’s character/scholastic potential in order to recommend for an Event or Summer Program** |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
| **For how long, and from what contexts do you know the student?** |  |

1. What is the status of the student?

| **Graduate Student** |  | **Undergraduate Student** |  |
| --- | --- | --- | --- |

| 1. If this is a graduate student request, have you discussed using the graduate student budget with the Program Director? |
| --- |

| **YES** |  | **NO** |  | **N/A** |  |
| --- | --- | --- | --- | --- | --- |

1. Please fill out the table below, if this is a recommendation to allow travel to a conference to present a paper. After you are finished, please progress to question #8.

| Comment on the completeness and readiness of the draft you have read: |  |
| --- | --- |
| Comment on the originality of the research, or innovative quality of the ideas. Please make clear that this paper is more than a literature review. |  |
| Comment on the conference venue. Is it legitimate/well-known? |  |
| Please comment on the utility of this conference for the student’s future academic and career goals. |  |

| 1. If this is a recommendation for the student to travel as a representative of NU for **some club event, competition,** or other educational activity please fill out the table below and then progress to question #8. |
| --- |

| Has the student received sufficient coaching or mentorship to be able to successfully participate in the event? |  |
| --- | --- |
| Comment on the event. Is it legitimate/well-known? |  |
| Please comment on the utility of this event for the student’s future academic and career goals. |  |

| 1. Please fill out the table below, if this is a recommendation for the student to travel as a representative of NU to receive highly specialized training or participate in a prestigious **summer program** (e.g., field school, laboratory practicum) or professional development which he or she is unable to receive at NU, and then progress to question #8. |
| --- |

| Explain why the student cannot receive similar training at NU. |  |
| --- | --- |
| Comment on the quality or ranking of the program, or uniqueness of the opportunity. |  |
| Comment on why this study abroad or professional development program is significant and necessary for the student. |  |

| 1. Please fill out the table below, if this is a recommendation **for Graduate Student MA research trip** funding, and then progress to question #8. |
| --- |

| Has the student received all necessary **IREC** approvals or other ethical clearance? If IREC is not needed please indicate why. |  |
| --- | --- |
| Comment on the quality of the thesis proposal/project and feasibility of the trip for the necessary data collection. |  |
| **How does this Project compare?**  If you are advising other projects or are the Program Director, please comment on how this project proposal compares to others, and to what extent we should fund the request in cases where funds are not available or there is competition for funding. |  |
| **Speak to potential Hardship:**  Please note if the student will be unable to complete the project/degree if the SAC only awards partial funding. |  |

| 1. Please use the space below to include any applicable information about the student’s performance in your course or in their program, any recommendations of their character, or any other information of which the Student Affairs Committee should be made aware. |
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| --- |

Date:

Signature of Faculty Recommender: