Letter of Recommendation

Applicant name: ______________________________  JMU ID: ______________________________

COB 291 professor’s name: ________________  Semester COB 291 completed: ____________

For application to the Business Analytics (BSAN) minor, you are required to submit a letter of recommendation form from your COB 291 Introduction to Management Science instructor. This form requires your signature and should be hand-delivered or e-mailed to Dr. Susan Palocsay (palocssw@jmu.edu) by your instructor.

Under the federal Family Educational Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. However, those writing and assessing a recommendation may attach more significance to it if it is known that the recommendation will remain confidential. It is your option to waive your right to access this recommendation or to decline to do so. Please mark the appropriate phrase below, indicating your choice, and sign your name:

☐ I waive my rights to future access to this recommendation.

☐ I do not waive my rights to future access to this recommendation.

______________________  ______________________  ______________________
Signature of applicant   Date

TO BE COMPLETED BY THE COB 291 INSTRUCTOR

The student whose name appears above has applied to minor in Business Analytics. We would appreciate your candid appraisal of this applicant relative to other COB 291 students you have instructed.

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<tr>
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<th>Outstanding (Top 2%)</th>
<th>Superior (Top 10%)</th>
<th>Good (Top Third)</th>
<th>Fair (Middle Third)</th>
<th>Poor (Bottom Third)</th>
<th>Unable to Judge</th>
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<tbody>
<tr>
<td>Quantitative reasoning skills</td>
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<td>Spreadsheet proficiency</td>
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<td>Interest in analytics</td>
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<td>Work ethic</td>
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<td>Professionalism</td>
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</table>

What is your overall recommendation?

☐ Strongly recommend  ☐ Recommend  ☐ Recommend w/ reservation  ☐ Do not recommend

______________________  ______________________
Instructor Name   Email address

*Please return completed form to Dr. Susan Palocsay (palocssw@jmu.edu). Thank you for your assistance.*