



2024 INFORMATION SHEET FOR FACULTY RECOMMENDERS

SURF applicants are asked to supply two letters of recommendation from faculty members. The first letter should be from the faculty member overseeing the proposed summer project. S/he must be a full-time member of the UConn faculty.* The second letter should be from a faculty member of the student's choosing.

DEADLINE FOR LETTERS OF RECOMMENDATION: Monday, January 29, 2024

It is the student's responsibility to discuss his/her **final** SURF proposal with the faculty members who have agreed to write letters of recommendation and to follow up to ensure timely submission of the letters.

Information for Faculty Serving as the Project Advisor (1st recommender)

Please address the following in your letter:

- Your knowledge of and familiarity with the student's proposed research or creative project.
- Your role in the project. Is this a project that was created by the student and you are serving as an advisor? Or is this a component of a larger project that is part of your ongoing research/creative activity? In the latter case, the committee seeks evidence that the student has contributed to the design and development of the component serving as the SURF project.
- Your estimation of the student's academic and personal traits that would contribute to a successful SURF experience.
- Your assessment of the student's chances for success and why his/her project proposal would be important to the field and to his/her development as a scholar.
- Your plan for supervision and mentorship of the student, including your ability and availability to commit to advising this student throughout the project. If you will be working in a different location from this student, please address your plan for communicating with and supervising this student from a distance.

Information for Faculty Serving as the 2nd Faculty Recommender

Please address the following in your letter:

- For how long and in what context(s) you have known the student, as well as your knowledge of and familiarity with the student's academic qualifications for this award.
- The quality of the student's proposal and the contributions this project might make to his/her field.
- Your estimation of the student's personal characteristics that would contribute to a successful SURF experience.
- Your assessment of how this award would be important to the student's development as a scholar.

Deadline for Submission

Students will request letters via the online application system (quest.uconn.edu). Please follow the link emailed to you to upload your letter of recommendation. Letters should be submitted online no later than **Monday, January 29, 2024**. Please note that project advisors will also be asked a series of questions about the status of research compliance approvals when they submit their letters of recommendation.

Questions?

Please contact Jodi Eskin (jodi.eskin@uconn.edu; 860-486-7939) or Emily Schwab (Emily.schwab@uconn.edu) with questions about the SURF program. More information can also be found at <http://ugradresearch.uconn.edu/surf/>.

**Please note: If a student elects to conduct research at an institution other than UConn, the first recommendation should be from his/her faculty supervisor from the institution where the research is taking place. The second recommendation should be from his/her UConn supervisor. The Faculty Review Committee looks closely at situations where students are working at other institutions. Recommendation letters should clearly communicate that the two faculty advisors are aware of, and in agreement with, the supervision arrangements for the project. The Faculty Review Committee looks for evidence of a strong plan of oversight in these cases specifically.*