May 31, 2013

To Whom It May Concern;

It is with great pleasure that I write this recommendation letter for Ms. Norma Martinez as part of her program of studies’ portfolio.

I have known Ms. Martinez for almost two years. She applied to one of our Master’s degree programs in the Teacher Education Department for which she was accepted. The first time I met Ms. Martinez was when she applied for one of my tutoring jobs advertisements I did for one of my grants. There was a need to provide tutors to students in El Paso del Norte Academy. She did not meet the criteria for selection since the programs was geared to help undergraduate students get experience tutoring high school students. However, she did ask if the department was in a need for a graduate assistant. As it turned out, the department was able to hire her as a graduate assistant and she has been doing a superbly job for each of the faculty members she has been assigned to work with. Norma also was one of my students in one of the required graduate courses in her program.

Currently, she has been working with me as my graduate assistant. She has been able to assist me in running the Research and Evaluation Laboratory in the College of Education. The majority of her responsibilities is to provide assistance to other graduate students (Master’s and Doctoral) and faculty members in the College. Some of major areas of work include the development and delivery of professional development workshops in how to conduct research. Some of these workshops include presentations of transcription software and data collection, data entry, analysis and data interpretation by the use of the NVivo software. This software is typically used for the conduct of qualitative research and students and faculty have benefited greatly with her one-on-one and group presentation of these software packets. Additionally, she provides technical support to students and faculty when they have problems with data (text, voice, video, etc.) conversion under a myriad of software application formats. Finally, she has been able to provide support to graduate students who are in a need for Lab’s extended hours, including at times, several weekend sessions.

My assessment of her is that she is a highly motivated individual who is able to work independently and accomplishes assigned tasks with high level of professionalism, aplomb, and in a timely manner, on both the job and her educational studies. She is very committed and dedicated, not only to her job duties, but to her own program of studies and family. She actively seeks advice as to how to improve her own skills and knowledge so that she may be able to incorporate these into her work assignments. Through her actions, she has been able to demonstrate high degree of ethics and moral principles for all of her assigned job duties. She has a genuine disposition to learning and to applying newly acquired concepts to her own research. Overall, Ms. Martinez has been a valuable asset to the Lab and to the department. I am very glad to be of some help to her as she completes her program requirements. Please, feel free to contact me if I can be of additional assistance by directly contacting me at this number (915) 747-5579.

Sincerely,

Arturo Olivárez, Jr. Ph.D.,

Patricia Daw Yetter Professorship

Teacher Education Department

College of Education