Instructions

1. Please complete this form and return it to Dr. Lori Elis in the Department of Criminal Justice (mailbox at 307 Adams Street, or via e-mail at lelis@radford.edu).

2. If you have not already done so, please complete the Radford University Graduate Assistantship Application (http://gradcollege.asp.radford.edu/Apply/Documents/grad_asst_app_05.pdf). Submit the original to the Graduate College (Lucas Hall, Box 6928) and submit a copy to Dr. Lori Elis in the Department of Criminal Justice (if you have already completed this form, you do not need to do so again; we will get a copy from the Graduate College).

Name ________________________________________________________________________________

1. Do you intend to maintain employment while holding a graduate assistantship?

   _____ No  _____ Yes (If yes, what employment, and for how many hours per week?

   __________________________________________________________

2. Please direct a reference letter to be sent (via e-mail or fax) to the Criminal Justice Graduate Coordinator (Dr. Lori Elis). The letter should be sent directly to Dr. Elis from a person who can attest to your work ethic, ability to work independently on complex tasks, and other positive employment-related attributes.

   Name and Title of Reference: ______________________________________________________

   Dr. Elis’ E-mail: lelis@radford.edu
   Dr. Elis’ Fax: 540-831-6075

3. Please rank-order (1 through 3) your preference for assistantship placement.

   _____ College of Humanities and Behavioral Sciences Advising Center (advising freshman and sophomore students, reviewing graduation applications, and other advising tasks)

   _____ Department of Criminal Justice (assist faculty with research, grading, etc.)

   _____ Radford University Police Department (clerical work)

4. Please indicate which of the following tasks you are comfortable doing.

   _____ Library Research  _____ Data Entry  _____ Grading Papers

   _____ Academic Writing  _____ Clerical Work  _____ Statistics/Data Analysis

   _____ Teaching  _____ Working with Undergraduate Students

5. Please provide a brief statement indicating your academic and research interests (on a separate sheet).