



Division of Undergraduate Education

256 Aldrich Hall
Irvine, CA 92697-5675
(949) 824-6987

November 27, 2008
FAX 824-3469

To the Japanese Exchange and Teaching Program (JET):

It is with great pleasure that I recommend Mr Roy Yew-Hung Chan for the Japanese Exchange and Teaching Program (JET).

I have known Mr Chan for about ten months. As his immediate supervisor, he is employed as a University Studies Discussion Leader working in the Division of Undergraduate Education (March 2008 present). Through my daily interaction with Roy I have observed him to be a thorough, consistent, efficient, motivated and an enthusiastic individual who gives more than required to any and every task he undertakes. He demonstrated leadership skills measure far beyond those of his peers.

In addition, Roy does an outstanding job leading a discussion section for Undecided/Undeclared new students. Through his guidance, his students had a better awareness of themselves and the UCI campus. He meets with students weekly and leads them through exercises that allowed them to make better decisions about their major and career Roy has helped students through difficult academic times. His calm, yet enthusiastic approach helps put students at ease and makes them feel welcome and cared-for He not only works well with students but with staff and faculty as well. Roy follows through on whatever he pursues and is one that can always be counted on. He has gone beyond the call of duty working extra hours during the year and is a real team player Mr Chan is a tremendous asset to the Division of Undergraduate Education and to the students he serves.

Roy is sensitive to diversity issues and has the ability to analyze a problem and formulate solutions. He has a sense of responsibility and professionalism. He is well respected by faculty, staff, students and administrators.

In short, Mr Chan is sincere, energetic, sensitive and committed. For him, helping and dedicating himself for the benefit of others is not only a personal challenge, but also as a gift that he can share with others in the community

In closing, to say that I believe that Mr Roy Chan would be a significant addition to your program would be an understatement. Roy has a passion for his work and will excel in education as a teacher Roy believes in the goals and vision of the JET Program and you would be quite fortunate to have him as a member of your community If you have any questions regarding this recommendation, please do not hesitate to contact me. I can be reached at (949) 824-6987

Sincerely,

A handwritten signature in cursive script that reads "Kimberly A. Ayala".

Kimberly A. Ayala

Director, Undecided/Undeclared Advising