



Archdiocese of New York

## INSTRUCTIONAL TELEVISION

215 Seminary Avenue  
Yonkers, NY 10704

October 22, 2001

Graduate Admissions Office  
City College of New York  
138<sup>th</sup> & Convent Avenue  
New York, NY 10031

To Whom It May Concern:

I am pleased to write this letter in support of Teale Failla's application for admission to the M.F.A. in Media Arts Production program at City College.

Teale has worked at Instructional Television since August of 2000 as assistant production director. Her duties include a wide array of production-related tasks, all of which she has handled very competently. But it is not her ability as a camera operator or an audio technician that is so impressive. It is rather her desire to learn.

She has demonstrated this desire consistently since her first days on the job at Instructional Television. As a result, in a year's time, Teale has become the most versatile person in the production department. Teale clearly brought a strong native intelligence to the job. She has taken every opportunity to build on it.

In her assignments Teale shows both initiative and creativity without crossing the boundry to pushiness and frivolousness. She shows respect for and is respected by her coworkers. She is willing to put in extra time and effort when needed and responds positively to suggestions for improvement.

Accepting Teale for your program would be a good decision. My only reservation in recommending her to you is the fact that we will lose her as a staff member should she be accepted.

Sincerely,

Michael Lavery  
Administrative Director