

GRADUATE STUDY REFERENCE REPORT

Instructions: Applicant: Fill out and sign Part I; Give form to referee
 Referee: Fill out and sign Part II; Mail form to Department of Civil and Environmental Engineering

PART I (Applicant)

Name of Applicant: _____ Social Security Number: _____

Current Address: _____

Applying for the ___ MS ___ PhD in ___ Civil ___ Environmental Engineering

Authorization for Waiver: TO BE READ AND SIGNED BY THE APPLICANT: This waiver is not required as a condition of admission to Michigan State University for Graduate Study.
I understand my right under the U.S. Family Rights and privacy Act of 1974 to review confidential appraisals placed in my file on or after January 1, 1975 that are submitted with reference to admission to a graduate school or other school.

I do() do not() waive the right to review this reference report.

 Signature of Applicant _____
 Date

PART II (Reference)

How long and in what capacity have you known the applicant? _____

In evaluating this applicant, with what reference group are you making comparisons? _____

Keeping in mind your reference group, please evaluate the applicant as fairly as you can in each of the categories below by placing an "X" in the appropriate box beneath the scale at the top:

Assessment of applicant's ability and skills

Category	Top 1%	Top 5%	Top 10%	Top 25%	Top 50%	below 50%	Insufficient Information
Motivation for proposed program of study							
Intellectual capacity							
Originality and ingenuity							
Oral communication skills (English)							
Written communication skills (English)							
Ability to work with others							
Laboratory skills							
Perseverance and industry							
Potential for independent research							
Teaching ability							
Technical ability							
Ability to work independently							
Ability to accept constructive criticism							
Overall potential for graduate study							

We are especially interested in your comments regarding this applicants aptitude for graduate study.

What do you consider to be the applicant's major strength?

In what area does the applicant need further development?

Summary Evaluation

Please rate this applicant in overall promise. (Check one)

Below average Average Somewhat above average Good Unusual Outstanding
 Truly exceptional Inadequate opportunity to observe

I do not recommend this applicant for admission to your graduate program.

I believe that the applicant's qualifications are marginal, but the applicant has potential and would benefit from study in your program.

I recommend this applicant for admission and believe his/her performance should be comparable to that of most graduate students.

I strongly recommend this applicant for admission and believe that she/he has the capability to perform at a superior level.

Please complete, if applicable.

Best student this year in five years in ten years in [] years.

Reference's name (Please print) (_____) Phone Number

Position or title School or company

Address

Signature Date

Please mail this form directly to: Graduate Secretary; Department of Civil and Environmental Engineering; 3546 Engineering Building; Michigan State University; East Lansing, MI 48824-1226. Do not send to Graduate Admissions. Thank you for providing this information.

