

RECOMMENDATION LETTER

Department of Civil Engineering
The University of Memphis

THIS PART TO BE COMPLETED BY APPLICANT

NAME of APPLICANT _____

STUDENT ID **U** _____

PROPOSED DEGREE _____

STARTING TERM _____ **20** _____

Materials in student files, such as recommendation forms, are open to inspection by the student upon request unless the student has waived the right of access in advance. Please indicate your wish by completing and signing the statement below. Your right to review this form is considered waived if you do not check a response or check both responses.

I hereby waive do not waive my right to access, under the Family Educational Rights and Privacy Act of 1974, this letter of recommendation.

Signature of Applicant

Date

THIS PART TO BE COMPLETED BY THE RECOMMENDER

Once you complete this evaluation, please seal it in an envelope and sign across the seal. We are aware of the time and care necessary to prepare this evaluation and gratefully acknowledge your assistance.

Listed below are qualities we desire in civil engineering graduate students. Please rank the applicant in relation to others you have known in the same capacity.

	Superior Top 10%	Commendable Top 25%	Average Top 50%	Below Average	Unable to Judge
Intellectual Curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem-Solving Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision-Making Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal English Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written English Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Work in Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Work Independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall impression of this student's ability to do graduate-level research and academic work:

- Recommend with confidence
- Recommend
- Recommend with reservation
- Do not recommend

How long have you known the applicant and under what circumstances?

What are the applicants strengths?

What are the applicants weaknesses?

Please include any additional comments and/or clarifications here

Signature of Person Completing This Form

Date

Name of Person Completing This Form

Position/Title

Organization/Institution

Department

Street Address

City

State/Province

Postal Code

Country

Please return to:

**Graduate Coordinator
Department of Civil Engineering
104 Engineering Sciences Building
The University of Memphis
Memphis, TN 38152**