

**Recommendation Form (Confidential): History MA Program—Internal Review**

To the Recommender:

Applicants for the MSU History MA Program will be reviewed on the basis of the following criteria:

1. Clearness of career goals; significance and positioning of proposed study in the MSU History Department toward those goals.
2. Aptitude and potential to become a historian.
3. Maturity and fair sense of values.

The Admission Committee attaches considerable weight to the recommendations made by educators and managers who know the applicant well and can evaluate his/her academic and/or achievements to date and the potential for successfully completing a demanding graduate program. You will greatly assist the members of the Committee and the applicant by providing candid responses to the items on the attached form. Your comments will be used for Admissions purposes only and will not become part of student’s permanent file. *Applicants will not have access to this form or to letters written on their behalf.*

Please return this form by e-mail or to the applicant by **as soon as completed** to the graduate school at **graduateschool@msutexas.edu** or to the History graduate coordinator:

Mary Draper, PhD

Assistant Professor, History

Interim Graduate Coordinator, History

3410 Taft Boulevard

Wichita Falls, TX 76308-2099

mary.draper@msutexas.edu

**Recommendation Form (Confidential): General Questions**

How long have you known the applicant? Please comment on the frequency and context of your interaction.

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If you have supervised the applicant in a work situation, please describe the applicant’s duties and the scope of his/her/their responsibilities. If not, skip.

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If you have supervised the applicant in an academic situation, please describe the applicant’s performance. If not, skip.

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What are the applicant’s principal strengths?

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In what areas is the applicant relatively weak?

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**Recommendation Form (Confidential): Potential**

Please compare the applicant on the scale below with other young students of similar educational background. If you have recommended individuals for graduate study in history in the past, please compare the applicant to that reference group.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Exceptional (Top 2%) | Outstanding (Top 10%) | Excellent (Top 20%) | Above Average (Top 30%) | Average (Top 50%) | Below Average (Bottom 50%) | Unable to Judge |
| Intellectual Ability |  |  |  |  |  |  |  |
| Analytical ability |  |  |  |  |  |  |  |
| Leadership potential |  |  |  |  |  |  |  |
| Ability to work with others |  |  |  |  |  |  |  |
| Maturity |  |  |  |  |  |  |  |
| Initiative |  |  |  |  |  |  |  |
| Persistence and/or drive |  |  |  |  |  |  |  |
| Oral communication skills |  |  |  |  |  |  |  |
| Written communication skills |  |  |  |  |  |  |  |
| OVERALL RATING |  |  |  |  |  |  |  |

Please comment on the ratings above and feel free to make additional comments concerning the candidate’s integrity, achievement, managerial potential, and other personal qualities. Please attach an additional sheet if necessary for your response.

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May we call you if the Admissions Committee feels that it would be helpful to speak with you by telephone regarding the applicant? \_\_\_\_\_\_\_\_\_

If yes, please provide us with your number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RECCOMMENDERS NAME:

RECCOMMENDER’S SIGNATURE:

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COMPANY OR INSTITUTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_