Master of Science in Information Systems

LETTER OF REFERENCE

PART A — To be completed by student

Please read the paragraph below very carefully and select confidential or non-confidential in the appropriate space before giving this form to the individual writing the recommendation. This letter of reference must be completed by employers, supervisors and/or professors.

Name of Applicant: ________________________________

The applicant has chosen that this statement be ☐ CONFIDENTIAL or ☐ NON-CONFIDENTIAL, according to the Family Education Rights and Privacy Act of 1974. Confidential references are prepared for the use of the Office of Graduate Studies & Adult Education and should not be shown to the candidate. Non-confidential references may be viewed by the candidate.

PART B - To be completed by reference

The following information will be used in making an evaluation of the applicant's strengths and weaknesses as related to graduate study. Please use additional paper if necessary.

1. In what professional and/or personal capacity and for how long have you known the applicant?
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

2. How well does the applicant express himself/herself verbally? In written form?
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

3. Please comment on the applicant's analytical ability and research skills.
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________
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   ___________________________________________________________
4. Please discuss any special factors in the applicant's background which demonstrate motivation and preparation for graduate work.

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5. Please make any additional comments you may have about the applicant's personal qualities, extracurricular activities and general strengths or weaknesses.

________________________________________________________________________________________________________________________________________________
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6. Please check one: (overall rating)
   - Strongly recommend
   - Recommend
   - Recommend with reservation
   - I do not recommend this applicant for admission to graduate study.

Please print:

Name: ________________________________________________________________________________________________________________________________
  First       Last       Middle

Employer: _______________________________________________________________________________________________________

Title: _______________________________________________________________________________________________________________

Business Address: ____________________________________________________________________________________________________________
  City: ___________________________________________________________________________ State: __________ ZIP Code: __________

Signature: ___________________________________________________________________________ Date: ___________________________________________________________________________