

Miami University Department of English
Recommendation Form

TO THE APPLICANT:

Each letter of recommendation must include the completed Recommendation Form with required signatures. Recommendations should be requested from professors who are able to comment on your qualifications for graduate study. They should **not** be requested from a non-academic person unless you have extensive relevant work experience with that individual. Complete all sections below and deliver this form directly to your recommender.

Applicant's Information

Name: _____

Permanent Mailing Address: _____

Phone: _____ E-mail: _____

Major field of study:

___ Ph.D. in Composition & Rhetoric

___ Ph.D. in Literature

___ M.A. in Composition & Rhetoric

___ M.A. in Literature

___ M.A. in Creative Writing – Fiction

___ M.A. in Creative Writing – Nonfiction

___ M.A. in Creative Writing – Poetry

Recommender's Information

Name: _____ Title: _____

Campus or Work Mailing Address: _____

Day telephone: _____ E-mail: _____

Applicant's Waiver of Right to Access

The Family Educational Rights and Privacy Act of 1974, as amended (P.L. 93-380), allows a candidate for admission, employment, or receipt of honors to waive his or her right of access to confidential letters or statements written on his or her behalf if the recommendation is used solely for the purposes of admission, employment, or the receipt of honors and if the candidate, upon request, is notified of the names of all persons making such recommendations on his or her behalf. The university does not require that you make such a waiver as a condition for admission or award of fellowship or associateship. However, under the legislation you have the option of signing such a waiver as follows:

I hereby waive my right to access to this recommendation and any comments which have been written by

_____ (print name of recommender) on behalf of my application to the graduate program to the Department of English, Miami University, and for award of a fellowship or associateship, if applicable.

Printed name: _____ Date: _____

Signature: _____

TO THE RECOMMENDER:

This applicant has applied for admission to the graduate program in the Department of English at Miami University. **When evaluating this applicant, please consider his/her performance as a student and his/her ability to succeed in graduate-level courses.**

Please complete this recommendation form and return it with your letter of recommendation by **JANUARY 15th** to:

Director of Graduate Studies
Department of English
Miami University
Oxford OH 45056

I. Academic Performance

| | Outstanding | Above Average | Average | Below Average | Poor | Not Able to Judge |
|---|-------------|---------------|---------|---------------|------|-------------------|
| Ability of expression in written and oral work | | | | | | |
| Critical thinking and/or creativity in papers, projects | | | | | | |
| Motivation for proposed program of study | | | | | | |
| General preparation for graduate work | | | | | | |

II. Summary Evaluation

Compare the applicant with a representative group of students with similar experience and training in the same field. How do you rate the applicant on scholarly and/or creative ability? (Check one.)

- Outstanding
- Very good
- Good
- Average
- Below average

III. Recommendation

I would make the following recommendation for the applicant's admission to the graduate program in English:

- Strongly recommend
- Recommend
- Recommend with reservations
- Do not recommend

IV. Letter of Recommendation

Please comment on specific talents the applicant has demonstrated in research, writing, or teaching. We also welcome comments concerning other relevant qualities that reflect the applicant's ability to engage in and to be successful in graduate study. **Please attach your recommendation letter to this form.**

Recommender's signature: _____ Date: _____