**To the Applicant:** Complete the top section providing your contact information and whether or not you waive your right to review this recommendation. Then provide this form with your completed information to two faculty members who can best describe your potential to succeed in this program..

#### Full Name: (Last) (First)

**Purdue Email Address: Purdue ID Number:**

**I waive my right to review this recommendation**

**I do not waive my right to review this recommendation**

**Applicant’s Signature Date**

**To the Recommender:** The student named above has applied for the Combined BSCE/MSCE Degree Program. Please complete this reference form and

return it to the CE Graduate Office (address below) in a sealed envelope. Please rank the applicant against other students with whom you have worked in the past on the characteristics listed below. For detailed descriptions of the following characteristic, see the second page of this form. If you have additional comments, please submit them on a separate page attached to this reference letter.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Outstanding** | **Very Good** | **Good** | **Average** | **Below Average** | **No Knowledge (NA)** |
| (highest 5%) | (highest 10%) | (upper 25%) | (upper 50%) | (lower 50%) |  |

Knowledge & Creativity

Communication Skills

Teamwork

Resilience

Planning & Organization

Ethics & Integrity

Best student this year

\_ Best student in 5 years

\_ Best student in years Not Applicable

May we contact you if there are additional questions?

If yes, please list your email address and/or phone number:

Recommender Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to the student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How long have you known the student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommender Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return completed letter in a sealed envelope to: CE Graduate Office

550 Stadium Mall Drive Hampton Hall, Room 1141

West Lafayette, IN 47907

# Details of Characteristics:

## Knowledge and Creativity

* Has a broad perspective on the field.
* Is among the brightest persons I know.
* Produces novel ideas.
* Is intensely curious about the field.

Communication Skills

* Speaks in a clear, organized and logical manner.
* Writes with precision and style.
* Speaks in a way that is interesting.
* Organizes writing well.

Teamwork

* Supports the efforts of others.
* Behaves in an open and friendly manner.
* Works well in group settings.
* Gives criticism/feedback to others in a helpful way.

Resilience

* Accepts feedback without getting defensive.
* Works well under stress.
* Can overcome challenges and setbacks.
* Works extremely hard.

Planning and Organization

* Sets realistic goals.
* Organizes work and time effectively.
* Meets deadlines.
* Makes plans and sticks to them.

Ethics and Integrity

* Is among the most honest persons I know.
* Maintains high ethical standards.
* Is worthy of trust from others.
* Demonstrates sincerity.