Directions for Using Letter of Recommendation Form

Dear Applicant:

The attached letter of recommendation form is an optional form prepared for the convenience of recommenders who would like to use a form in lieu of a standard letter.

Applicants are to print the form, complete the top portion, sign it and forward it on to the recommender. Indicate the date that the recommender should return the completed form to the Integrative Biology program at the address above by the necessary deadline, or to the applicant in a sealed envelope.

If you have any questions, feel free to contact the Integrative Biology Program office:
Tel: 561-297-0384
Email: mcavallo@fau.edu.
Evaluation Form

To the applicant: Complete the top portion of this form and forward it on to your recommender. Indicate the date that your recommender should return the form and letter of recommendation to you so that you will have ample time to submit your application by the necessary deadline. Recommendation forms and letters must be returned in a sealed envelope directly to you. Be sure to include the unopened envelope(s) with your application materials.

Return to applicant/department by (month/day/year): _____________________________

Applicant Name (last, first) ______________________________________________________

Intended program of study and degree ______________________________________________

Name of recommender _____________________________________________________________

The Family Educational Privacy Act of 1974 and its amendments guarantee students access to educational records concerning them. Students are permitted to waive their right of access to recommendations. The following statement indicates the wish of the applicant regarding this recommendation.

I __ waive __ do not waive my right to inspect the contents of this recommendation.
(By waiving your right, you will not be allowed to inspect the contents of the letter.)

Applicant’s signature ______________________________________________________________

To the recommender: In addition to completing the evaluation form on the following page, we ask that you write a letter informing us of your opinion of this applicant’s potential for success in graduate study. How long and in what capacity have you known the applicant? Please comment on the applicant’s academic ability and aptitude for advanced study in the field. Rate the applicant, if possible, on the chart on the next page. The Admissions Committee will pay careful attention to your appraisal, and we are grateful for your assistance.

Recommender Signature________________________________________________ Date________________________

Position___________________________________________ Institution________________________________________

Address__________________________________________________________________________________________

E-mail_____________________________________ Fax ___________________ Phone_______________________
Evaluation Form

Applicant Name (last, first) ___________________________________

**Recommender**: please evaluate the applicant on the scale below in comparison with the others you have known during your professional career. Indicate the reference group you have in mind:

____ Undergraduate ___ Graduate ___ Employees ___ Colleagues ___ Other __________________________

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<th>Exceptional (top 5%)</th>
<th>Outstanding (top 10%)</th>
<th>Good (top 15%)</th>
<th>Average (top 40%)</th>
<th>Poor (lower 50%)</th>
<th>Unable to Assess</th>
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<tbody>
<tr>
<td>Intellectual ability</td>
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<td>Breadth of general knowledge</td>
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<td>Ability in oral expression</td>
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<td>Perseverance</td>
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<td>Written ability</td>
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<td>Imagination and creativity</td>
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<td>Potential as a teacher</td>
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<td>Potential as a researcher</td>
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<td>Motivation for Graduate Study</td>
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</table>

Recommender Signature________________________________________________ Date____________________

Please seal this evaluation form along with your recommendation letter in an envelope, sign across the seal and give it to the applicant. We greatly appreciate your effort.