



**Political Science Department
Reference Form**

To the Applicant:

Complete the items below, then deliver this form directly to a person who is acquainted with your qualifications for graduate study. You must supply this person with a self-addressed, stamped envelope in which he/she will return this form to you. When you have received all the forms back, forward them in their sealed envelopes to the Department of Political Science. Refer to the department web site at <http://www.wmich.edu/politics> for application deadline dates. Be sure to allow plenty of time to gather letters and still meet the deadlines.

Name (last, first, middle): _____

Degree Sought:

PhD

MA

MDA

MDA/Peace Corps

Are you also applying for any of the following? (see <http://www.wmich.edu/grad/funding/> for more information)

Graduate Assistantship/Associateship

Associateship Thurgood Marshall Fellowship*

* Note that Thurgood Marshall Fellowship applications are to be sent directly to the Graduate College as instructed at <http://www.wmich.edu/grad/funding>. All other applications, including references, are to be sent to the Department of Political Science.

The Family Educational Rights and Privacy Act of 1974 provides the student with a right of access to this reference form. This right may be waived, but no school or person can require the student to waive this right. Please check one:

I waive my right to review of this recommendation.

I do not waive my right to review of this recommendation.

Name (Print): _____ Date: _____

Applicant's Signature: _____

To the Person (Referee) Completing This Form:

The student named on the previous page has applied for admission to the graduate program in Political Science at Western Michigan University. Please complete this reference form and return it as soon as possible to the applicant in the self-addressed, stamped envelope which he/she has provided. Sign across the seal before returning to the applicant.

1. a) How long have you known the applicant? _____

b) How well do you know the applicant? _____

c) Has the applicant been an advisee? _____ A student in your class(es)? _____
 A teaching assistant? _____ A research assistant? _____
 Other? _____

- Please attach a statement of your opinion of the applicant's potential as a graduate student. Give your view on such matters as his/her accomplishments, intellectual independence, academic integrity, research interests, capacity for analytical thinking, ability to work with others, ability to organize and express ideas clearly (orally and in writing), teaching ability and experience. If English is not the applicant's first language, please include an assessment of spoken English.
- Rate the applicant in comparison to other students or employees whom you have known in a similar capacity:

	Top 2%	Top 10%	Top 25%	Next 25%	Lower 50%	Not able to judge
Intellectual ability						
Knowledge of chosen field						
Motivation						
Research potential						
Teaching potential						
Social skills						
Work habits						
Originality						
Problem solving ability						
Oral communication skills						
Written communication skills						
Leadership potential						

- What is the reference group for these ratings? (e.g. 100 M.A. students I've known in past 5 years, 20 undergraduates in intermediate courses, etc):
- Please indicate the strength of your overall endorsement by checking one.

Highly recommended
 Recommended
 Recommended with some reservations
 Not recommended

Signature of referee: _____ Date: _____

Print or type: _____ Title: _____

Institution: _____ Address: _____

Telephone: _____ Email: _____

Return this form to the applicant in the self-addressed, stamped envelope he/she has provided. Make sure to sign across the seal of the envelope. You may also send it to Graduate Coordinator, Department of Political Science, Mail Stop 5346, Western Michigan University, 1903 W Michigan, Kalamazoo, MI 49008-5346.