



MASTER'S PROGRAM IN PROFESSIONAL WRITING & TECHNICAL COMMUNICATION

Recommendation Form

Return to: UHD Office of Admissions – Graduate Admissions One Main Street, Suite GSB 308, Houston, Texas WWW.UHD.EDU 77002-1001 713-221-8522

Application Deadlines: March 31 (Fall Admission) November 30 (Spring Admission)

To the Applicant—Complete items 1-4, then give a copy of this form to each person who is serving as a reference for you.

- 1. Your name
2. Name of your recommender
3. The Family Educational Rights and Privacy Act of 1974 provides the applicant the right of access to view the contents of this recommendation form and reference letter. Please check the appropriate box below regarding this right:
4. Your signature Date

To the Recommender – After responding to items 1-4 below, please attach a signed letter elaborating on your experience with this applicant. Using letterhead stationery, please write candidly about the applicant’s ability to express ideas clearly, motivation to achieve, ability to work independently and with others, and strengths and weaknesses for graduate research and study.

- 1. How long have you known or observed the applicant?
2. In what capacity have you known the applicant?
3. Rate the applicant on the following traits based on your observation and interaction with him or her. Check one rating per trait.

Table with 7 columns: Trait, Exceptional (highest 5%), Outstanding (next 10%), Very good, Average, Below average, Have not observed. Rows include Intellectual potential, Writing ability, Visual design skills, Creativity, originality, Problem-solving skills, Ethical standards & integrity, Ability to work with others, Ability to work independently, Motivation for graduate study, Overall potential for graduate study.

- 4. Signature of Recommender Date
Title

Instructions for returning this recommendation – Place this recommendation form and any attachments in a letterhead envelope, seal the envelope, and sign across the seal. Return the envelope to the applicant who will submit your recommendations unopened, along with other application materials. Thank you for your assistance.