



PennState

Thomas Briggs Hunter Memorial Award for Student Leadership CONFIDENTIAL LETTER OF RECOMMENDATION

TO BE COMPLETED BY THE APPLICANT:

Name: _____
Legal Family Name (Surname) First Name Middle Initial Date

Semester standing at the end of the Fall semester: _____

Current Major GPA: _____ Current Cumulative GPA: _____

It is the policy of the Department that letters of recommendation submitted in support of admission to our academic programs are confidential. The Family Educational Rights and Privacy Act of 1974 gives students, once admitted and enrolled, the right to inspect letters of recommendation. The law also permits students to waive that right if they choose. Such a waiver must be voluntary and cannot be a condition of admission, award, or employment.

Applicant: Please indicate whether or not you waive your right to examine this letter of recommendation.

- I agree to waive access.
 - I do not agree to waive access to this letter of recommendation from.
-

TO BE COMPLETED BY THE RECOMMENDER:

1. How long have you known the applicant, and in what capacity?

The length of your response should not exceed 500 words

2. I had a(n) excellent good fair poor opportunity to observe this person's abilities.

3. How do you rate the applicant's promise for success in the Mechanical Engineering program?

- Excellent Good Fair Poor No basis for judgment

4. How do you rate the applicant's leadership contribution to mechanical engineering?

- Excellent Good Fair Poor No basis for judgment

6. In comparison with other persons with similar training and experience, what is your evaluation of the applicant with respect to these general characteristics?

	Below Average <i>Lowest</i> 40%	Average <i>Middle</i> 20%	Above Average <i>Next</i> 10%	Good <i>Next</i> 10%	Very Good <i>Next</i> 10%	Excellent <i>Top</i> 10%	Truly Exceptional	Inadequate Opportunity To Observe
a. Knowledge of fundamentals in field of study								<input type="radio"/>
b. Communication skills in English								<input type="radio"/>
								Speaking
								<input type="radio"/>
c. Ability to think/work independently								<input type="radio"/>
d. Ability to work with others								<input type="radio"/>
e. Extracurricular involvement								<input type="radio"/>
f. Imagination and originality								<input type="radio"/>
g. Motivation								<input type="radio"/>
h. Maturity								<input type="radio"/>
i. Carefulness in work								<input type="radio"/>
j. Self-reliance and personal initiative								<input type="radio"/>

7. Please provide any other information that may not be reflected in the applicant's academic record in the space provided below (e.g. commitment to mechanical engineering, special interest in or propensity for aerospace field, laboratory skills, languages, life experiences). How does this applicant compare with promising contemporaries?

The length of your response should not exceed 500 words.

Recommender's Name

E-mail

Position or Title

Date

School or Company

Phone Number

Return this application electronically to:

awards@me.psu.edu

The Department of Mechanical Engineering
Undergraduate Programs Office
139/140 Reber Building
The Pennsylvania State University
University Park, PA 16802