



# Office of Graduate Studies

Phone 920-465-2123

E-mail: [gradstu@uwgb.edu](mailto:gradstu@uwgb.edu)

<b>LETTER OF EVALUATION</b>			
<b>(To be completed by applicant)</b>			
Name (print or type)	_____	_____	_____
	Last	First	Middle Initial
Degree Program:	_____ Management	_____ Environmental Science and Policy	
	_____ Applied Leadership for Teaching and Learning		
<p>Under the Family Educational Rights and Privacy Act of 1974, students enrolled at the University of Wisconsin-Green Bay have access to their educational records, including letters of evaluation. However, students may waive their right to see letters of evaluation, in which case the letters will be held in confidence. If the applicant has not signed a waiver, he or she may request to see the letter after enrolling in the Graduate School. If you wish to waive your right to examine this evaluation, please sign here:</p>			
_____		_____	
Signature of Applicant		Date	

## To be completed by the Evaluator:

Please complete the following questions and chart. A written statement or letter elaborating on the applicant's preparation, characteristics and potential would also be valuable to our evaluation.

1. How long have you known the applicant and in what capacity?
2. If you are/were the applicant's supervisor on a job, how would you rate his/her performance?
3. If you are an instructor was the applicant enrolled in any of your classes? What classes were they?
4. Is the applicant's academic potential greater or less than that indicated by his/her grades? Insert an X where appropriate below. (If his/her grades do not reflect the applicant's true potential, please explain briefly in item 6.)  
\_\_\_\_\_much less \_\_\_\_\_somewhat less \_\_\_\_\_equal \_\_\_\_\_somewhat greater  
\_\_\_\_\_much greater \_\_\_\_\_no basis for judgement
5. Please check the educational level of the representative group with whom the applicant is compared:  
\_\_\_\_\_college juniors \_\_\_\_\_college seniors \_\_\_\_\_1st year graduate student \_\_\_\_\_Advanced graduate student  
\_\_\_\_\_experienced teachers

6. Please rate the applicant on each characteristic in comparison with other students/educators you have known with approximately the same amount of experience and training.

Characteristic:	Top 10%	Top 25%	Top 50%	Lower 50%	Unable to rate
Knowledge in subject area					
Intellectual capacity					
Originality, creativity					
Mathematical ability					
Logical/analytical ability					
Written English expression skills					
Oral English expression skills					
Laboratory Skills (if applicable)					
Maturity					
Potential as a teacher					
Potential in research					
Ability to work with others					
Potential as a leader					

7. Please indicate any other information concerning the applicant's potential as a graduate student that may not be reflected in the applicant's transcripts and/or test scores. If the applicant's native language is not English, please evaluate English proficiency. Attach a sheet if necessary.

**Recommendation for Admission:**

- Recommend enthusiastically
- Recommend with confidence
- Recommend
- Recommend with reservation
- Not recommended

Signature: \_\_\_\_\_  
 Name (print): \_\_\_\_\_  
 Title & Dept: \_\_\_\_\_  
 Institution: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Date: \_\_\_\_\_

Return this evaluation to:

**Office of Graduate Studies, WH 304  
 University of Wisconsin-Green Bay  
 2420 Nicolet Drive  
 Green Bay, WI 54311-7001**