



University of Michigan-Flint
Michigan State University, College of Human Medicine (MSU-CHM)
Early Assurance Program

Request for Letter of Evaluation

_____	_____	_____
Name of Applicant	Professional Program	Academic Major/Minor
_____	_____	_____
Date	E-mail	Phone

____ I waive my right to review my letters: _____ pursuant to the Family Educational Rights and Privacy Act (FERPA – Buckley Amendment 1974). (initials)

____ I retain my right to review my letters: _____ pursuant to the Family Education Rights and Privacy Act (FERPA – Buckley Amendment 1974). (initials)

The letter of evaluation and recommendation you write will become part of the candidate’s application file maintained in the UM-Flint Academic Advising and Career Center for the Early Assurance Program with Michigan State University’s College of Human Medicine, MD Program.

Please make sure your letter:

- Is typed on regular college department or corporate letterhead.
- Is addressed, “Dear Admissions Committee.”
- Includes your full signature and academic rank or title.
- Is turned into the UM-Flint Academic Advising and Career Center no later than February 15, 2011.
- Your letter will be carefully read and considered by the MSU College of Human Medicine’s Admissions Committee and contributes greatly to the success of UM-Flint students applying to this program.

Thank you for your time and contribution to the success of our students!

Return to:

Jeff Shuel, Academic Advisor/Counselor
University of Michigan-Flint
Academic Advising and Career Center
303 E. Kearsley Street
285 Pavilion
Flint, MI 48502
Phone: (810) 762-3085 Fax: (810) 762-3024
Email: advising@umflint.edu

Your letter should also include the elements listed below.

1. Extent and Nature of your relationship with the applicant:

- Length of the relationship: How well do you think you know the applicant?
- Nature of the relationship: eg. Professor – student, laboratory supervisor, employer, etc.
- Types of interactions: eg. Class discussions, academic advising, casual conversation, social interactions, etc.

2. Specific, noteworthy observations considering the applicant: from work situations, classes or personal association. Information on course grades and ranking, completion of notable projects, papers, or research, difficulty of the course or work, and other aspects are helpful.

3. The distinctiveness of the individual: What separates him/her from his/her peers? Pertinent qualities not mentioned above. Consider items such as persistence, commitment, working with others, sense of humor, work ethic, intellectual curiosity, integrity, maturity, preparation, and the like.

Below are some additional suggestions when it comes to writing letters of recommendation.

Professional school Admissions Committees are particularly interested in your perceptions of the applicant’s academic and personal attributes as they relate to his/her potential for success as a student in a rigorous curriculum and eventually as a practitioner. Listed below are several areas of interest to Admissions Committees. To the extent you feel you are sufficiently knowledgeable, you should provide an assessment of the applicant’s qualification in each area.

1. Evidence of Motivation for the Profession:

- Service to others
- Awareness of the profession

2. Academic Performance and Intellectual Ability:

- Intellectual maturity: to what extent is the applicant a mature, self-motivated learner?
- Intellectual capacity and retention: ability to absorb, integrate, and work with a large quantity of information; the ability to think critically and independently.
- Intellectual keenness, depth, and insight: ability to grasp, analyze, and understand complex material and concepts; ability to think critically and independently.
- Initiative and resourcefulness: ability to manage resources at hand and to develop and manage new resources; ability to work both independently and as part of a team; individual research skills.
- Originality and imagination: ability to envision and define new perspectives and approaches.

3. Personal Attributes:

- Maturity and emotional stability: personal development, performance under pressure, consistency, ability to cope with life situations.
- Self-confidence: To what extent does the applicant have a sense of his/her limitations and a willingness to ask for help?
- Judgment: ability to analyze a problem or situation and respond appropriately; common sense, decisiveness.
- Dependability and Responsibility: reliability, promptness, conscientiousness
- Industry and Motivation: energy, perseverance, stamina, endurance.
- Individual distinctiveness: what distinguishes this student from others?

4. Relationships with Others:

- Interpersonal skill: ability to work with others; rapport, cooperation.
- Leadership and followership: propensity to lead, willingness to follow; attitude toward supervision.
- Communication skill: ability to articulate; clarity of oral and written expression.
- Empathy: ability to identify with the needs of others.

5. Your level of Recommendation: Admissions Committees frequently key in on the wording of a recommendation. Whenever appropriate, indicating the “highest recommendation” is strongly encouraged. Below is the system we have utilized in the past, but please feel free to utilize your own personal scale:

Highest recommendation Outstanding
Highly recommended Superior
Highly recommended Excellent
Recommended Very good
Recommended with reservation Good, Fair