



Department of History
Application for
Continuation of Funding

Name (Last) (First) (Initial) Student ID#

Present Address (Number/Street) (Telephone) (City/State/Zip Code)

Permanent Address (Number/Street) (Telephone) (City/State/Zip Code)

E-Mail Address

I am currently in the (check one): [] Traditional Masters Program [] Joint Masters/Ph.D. Program

I am applying for (check all that apply): [] Assistantship [] Doctoral Fellowship

Note: Only students admitted to the joint masters/Ph.D. program are eligible for the doctoral fellowship. Students in the traditional masters program should apply for the Masters Research Fellowship for History Students. Applications are available in the wall pocket outside PO 106.

Progress in Program

My Advisor is:

[] I have filed a Program Authorization I have completed _____ hours on my program.

Plan A Students (Thesis): [] I have filed my prospectus with the department and graduate office.

Plan B Students (Papers): I have filed 1 2 papers (circle one).

- Please attach: [] Unofficial transcripts (Graduate Courses Only) [] Current c.v. (conferences attended, papers given, teaching, etc.) [] Statement describing your progress in the program



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Recommendation

Applicant's Name: _____

I have asked _____ to submit a recommendation.

To the Applicant:

A student of Central Michigan University generally has the right to view official records of the university which concern him or her individually, including letters of recommendation. An applicant may, however, waive the right of access to letters of recommendation, in which case the evaluation covered by the waiver will be confidential and free from the student's right of access to them.

This waiver is not required as a condition of admission to the graduate program in history nor is it in any manner related to receipt of any services or benefits from Central Michigan University.

This waiver is effective only if the recommendation which it covers is used for the purpose for which it is specifically intended. The Department of History affirms that the statement covered by this document will be used solely for the purpose indicated above.

Please check one of the two options listed below. Sign and date the option which you choose.

I understand the above condition and I waive any and all right of access to the letter or statement identified above.

(signature)

(date)

I wish to retain my right of access to the letter or statement identified above.

(signature)

(date)

This section is to be completed by the recommender:

1. How long and in what capacity have you known the applicant?
2. Please rate the applicant in comparison to others whom you have known at similar stages in their career.

| | Exceptional Upper 5% | Excellent Next 10% | Very Good Next 15% | Good Next 20% | Remaining 50% | No Basis for Rating |
|---|-------------------------|-----------------------|-----------------------|------------------|------------------|------------------------|
| Scholarly potential in indicated field of study | | | | | | |
| Creativity and originality | | | | | | |
| Motivation and perseverance toward goals | | | | | | |
| Ability to work with others | | | | | | |
| Ability to work independently | | | | | | |
| Ability to express thoughts in writing | | | | | | |
| Ability to present thoughts in speech | | | | | | |

3. Please circle the strength of your overall endorsement.

Highly recommended Recommended Recommended with reservations

4. In your letter of recommendation, please comment specifically on the applicant's strengths and limitations for graduate study and college teaching. Descriptions of significant actions and accomplishments are particularly helpful in assessing the applicant's potential.

Signature _____ Date _____

Print/Type Name _____

Position/Title _____

Address _____

The Graduate Programs in History use a self-managed process in which the student gathers all of the application materials and submits them in a single packet. Therefore, when you complete this recommendation form, please place it along with your letter of recommendation in an envelope with your letterhead on it. Sign your name across the sealed flap of the envelope, and return it to the student who will submit all of his/her application materials in a single package.

If you are not comfortable with the self-managed application process, you may send your recommendation directly to the Graduate Studies Committee, Department of History, Central Michigan University, Mt. Pleasant, MI 48859. **Please note that applications and supporting documents must reach Central Michigan University by January 15, 2010.**