

ASSESSMENT CRITERIA FORM FOR REFEREES & GUIDELINES FOR THE LETTER OF RECOMMENDATION

TO APPLICANTS

The Master of Community Planning (MCP) Program requires that a referee complete the attached **Assessment Criteria Form**. The referee may also provide a **Letter of Recommendation**.

You must provide these from three referees. Preferably these will be from two academic and one professional referee. However, if you have been out of university for more than 5 years or have limited professional experience, another combination of academic and professional referees may be provided. Please contact the Program at mcp@viu.ca if you have any questions about your choice of referees.

You must complete all other application requirements for the MCP Program as specified by the VIU Admissions Office.

The attached **Assessment Criteria Form** and **Guidelines for the Letter of Recommendation** must be provided to your referees, either electronically (linked from the MCP Program website) or as a hard copy.

Contact the program at mcp@viu.ca if you have any questions on the application process.

TO REFEREES

Vancouver Island University collects the personal information outlined on this form pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act*. Vancouver Island University will not release this report to the applicant; however, you may do so if you wish. A summary of the information on this form may be provided in accordance with the provisions of the above *Act*.

The following is a “fillable” form that is provided in MSWord. There is no limit on the number of characters/words that can be typed into each of the boxes.

Contact Information for the Student *(to be provided by the student to the referee)*

Name:

VIU student number (if known):

Mailing Address:

Phone:

Email:

Contact Information for the Referee

Name:

Title:

Organization:

Mailing Address:

Office Phone:

Cell (if available):

Email:

ASSESSMENT CRITERIA

1. How long have you known the applicant and in what capacity (for example, employer, professor)?

2. Compared to other students (or employees) that you have had contact with in the last five years, please evaluate the applicant in the following respects:

	Top 5%	Top 10%	Top 25%	Average	Other (please comment)	No basis for comment
Oral communications						
Written communications						
Presentation skills						
Creativity						
Capacity for independent thinking						
Initiative						
Reliability						
Resiliency						
Professionalism						
Leadership capabilities						
Teamwork/cooperation capabilities						
Problem Solving						
Ability to relate to others						
Intellectual Capacity						
Research Potential						
Overall Rating						

3. Is the applicant the type of person who demonstrates promise for graduate studies?

YES ____ NO ____ OTHER ____

Please explain.

4. Signature

By signing, I authorize the use of the above information in the review of the applicant's materials.

Signature of Referee

GUIDELINES FOR THE LETTER OF RECOMMENDATION

Along with this form, you may also provide a **Letter of Recommendation** that will amplify and explain the ratings in #2 on the previous page, as well as assist in providing a complete picture of the applicant's abilities and potential.

To be considered official, the Letter of Recommendation must be signed by the referee and be written on the letterhead of the referee's organization. The Letter of Recommendation will not be accepted if complete contact information for the referee is not provided. VIU may contact the referee for clarification or additional comments.

Submission of the Assessment Criteria Form and the Letter of Recommendation

The Assessment Criteria Form and the Letter of Recommendation may be submitted in two ways:

1. **Electronically** as pdfs sent directly by email from the referee to Nicolas.ismirnioglou@viu.ca for domestic students or masters@viu.ca for international students. Please write the **student's name** and **MCP Program** in the subject line;
2. A **hard copy** of the Assessment Criteria Form and Letter of Recommendation may be given to the student in a sealed and endorsed envelope to include with their application materials.

Questions? Please contact the program at mcp@viu.ca.