

University of Kansas
Department of Public Administration
MPA Letter of Recommendation Instructions

Applicants: *Please fill out this section and give this form to your recommender.*

Name: _____

Semester: (check one) Summer 20___ Fall 20___ Spring 20___

Campus: (check one) Lawrence Topeka Edwards Campus

Option: (check one) Internship Option Career Option

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, 20 U.S.C. 1232g, gives applicants (persons admitted and enrolled) the right to inspect letters of recommendation written in support of applications for admission, employment, or awards. The law also permits applicants to waive that right if they choose, although such a waiver is voluntary and cannot be a condition of admission, employment, or award.

Please date and sign **one** of the following:

1) I understand that FERPA provides for access to my file, and I wish to **retain** my right to review the references under the conditions specified.

Signature: _____ Date: _____

2) I understand that FERPA provides for access to my file, and I wish to **waive** my right to review the references under the conditions specified.

Signature: _____ Date: _____

Reference Writers:

The faculty in the Department of Public Administration at the University of Kansas appreciate your time in assisting the applicant, who is seeking admission to the Master's of Public Administration degree program. This graduate degree is designed for those with little work experience who will pursue their degree full time and for those already working in public service careers who will pursue their degree part time. The admissions committee uses 3 criteria when reviewing applications: (1) commitment to public service, (2) leadership experience/potential and (3) evidence of ability/potential to successfully complete graduate work.

Please respond, as you are able, to the following questions within the body of your letter, based on your relationship with the applicant.

- **How long and under what circumstances have you known the applicant?**
- The MPA degree is designed for those who are motivated by public service values. **In what ways has the applicant demonstrated a commitment to public service values?** This could be reflected in (1) the desire to serve others, (2) an interest in and respect for the work of government and non-profit agencies and/or (3) through volunteer or extra-curricular activities that provide evidence of this motivation.
- **Has the applicant demonstrated leadership ability/potential through work, community, school, or extra-curricular activities?** Also, please comment on the applicant's ability and willingness to work with and for others in a team setting.
- **Does the applicant have the academic potential to complete graduate work?** If an applicant has been out of school for a number of years, academic potential might be seen in the way the person (1) systematically gathers and analyzes information at work, (2) identifies what is more important from less important, and (3) conveys the information orally and in writing. Also, please comment on the person's writing ability.

Please send this form and your letter of recommendation to padept@ku.edu or MPA Admissions, Department of Public Administration, University of Kansas, 1541 Lilac Lane, 318 Blake Hall, Lawrence, KS 66045.