

RICHARD E. PHILLIPS MEMORIAL SCHOLARSHIP

INSTRUCTIONS FOR A LETTER OF RECOMMENDATION

The Richard E. Phillips Scholarship is intended for students with an interest in Mathematics and a demonstrated financial need. The purpose of this scholarship is given in the following statement:

This award is intended to encourage undergraduate students who have the demonstrated capacity to achieve educational and professional goals, the motivation to achieve these goals, and the initiative to seek opportunities to further their progress.

While there is no preferred format, a letter of recommendation should address the three aspects ("capacity," "motivation," and "initiative") mentioned in the statement above. In particular, it will be helpful if the letter addresses the ability of the student in Mathematics, indicating both strengths and weaknesses, and the potential for growth.

Letters of recommendation should be submitted directly by the letter writer, and not through the applicant. The contents of letters of recommendation will be kept as confidential as current and future laws regarding confidentiality allow. All letters of recommendation should be submitted to:

Department of Mathematics
Attn. R. E. Phillips Scholarship Committee
D-207 Wells Hall
Michigan State University
East Lansing, MI 48824-1027

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APPLICATION

Please fill out all items asked for in Parts I through IV, and submit the application to:

Department of Mathematics
Attn. R. E. Phillips Scholarship Committee
D-207 Wells Hall
Michigan State University
East Lansing, MI 48824-1027

The letters of recommendation called for in Part V should be submitted directly by the letter writers.

PART I

Name: _____

Student Number: _____

Local Address: _____

Local Phone Number: _____

E-Mail Address: _____

Home (Permanent) Address: _____

Date of Birth: _____ PID: _____

Number of Credits Earned: _____ Overall G.P.A.: _____

Expected Graduation Date (Semester, Year): _____

Give your G.P.A. for MTH courses only. _____

PART III

For each of the following two items provide the information requested. Please **use a separate sheet for each numbered item.**

1. Provide a written description (approximately 2 pages) about your
 - a. Academic/career goals (both short- and long-term). Include why and how you became interested in studying mathematics.
 - b. Accomplishments or special interests that might distinguish you from others applying for this scholarship.

2. The Richard E. Phillips scholarship specifies that the recipient must “demonstrate financial need.” Please provide a brief description of your financial need indicating all of the following:
 - a. the amounts of any financial aid from MSU, governmental, or other non-family sources you are currently receiving,
 - b. the approximate amount of any financial help you have received from family sources (including parents) for the past two years,
 - c. your approximate annual income,
 - d. your parents approximate annual income, and
 - e. any other information you wish to give about your financial need.

PART IV

Please arrange for **two** letters of recommendations to be submitted on your behalf. At least one of these should be from an MSU faculty member who has had at least the equivalent of one semester of class contact with you. You might want to ask someone to write a letter who can make a reasonably detailed assessment of your abilities, motivation, strengths, and weaknesses.

Each letter should be submitted directly by the letter writer. However, it is the applicant’s responsibility both to provide the letter writer with all relevant information and to remind the letter writer to submit the letter on time.