

Guidelines for Letters of Recommendation Michigan Tech University's Summer Youth Program Scholarship

Applicants: Please provide these guidelines to your reference(s) to assist them in their recommendations.

Background / Purpose: The Mid-Michigan section of AIChE is pleased to offer an exciting scholarship opportunity to students in grades 9-11 in the Tri-Cities area. The scholarship covers room, board, tuition, and a \$100 travel allotment for a one-week session to explore careers in Engineering, Science, and Technology at the Michigan Technological University (MTU) Summer Youth Program. The Summer Youth Program offers students a chance to explore careers and develop skills in laboratory, classroom and field environments. This scholarship is part of Mid-Michigan AIChE's commitment to promote quality education in the fields of Engineering, Science and Mathematics.

Recommendation Guidelines: Please provide any information you feel would be useful in our selection process. You may wish to consider the following questions as you prepare your letter of recommendation:

- How long and under what circumstances have you known the applicant?
- How would you describe the applicant?
- Has the applicant demonstrated an interest in Science and Engineering? Please give examples to support your answer.
- How and why do you believe the applicant will benefit from the MTU Summer Youth Program?
- What do you believe are the applicant's outstanding qualities? Please give examples to support your answer.
- Do you recommend the applicant for the MTU Summer Youth Program scholarship?

Selection Process: Entries will be judged by a team of local members of the American Institute of Chemical Engineers based on information contained in the student's application, essay responses, and at least one teacher recommendation. Additional letters of recommendation from teachers, counselors, and others are welcome.

Selection Criteria: Selection criteria include the ability for the student to benefit from attending the career exploration program, student's areas of interest, application quality, quality of recommendation letters, and essay answer thoughtfulness and completeness.

Submitting Your Recommendation: Please send your letters of recommendation directly to committee chair Maxine Cottrell via e-mail or fax. Student will submit their application and essays separately.

Letters must be received by April 12th, 2012.

Maxine Cottrell, Mid-Michigan AIChE Scholarship Committee Chair

E-mail: scholarships@mmaiche.org

Phone: (989) 636-2752

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If you have any questions, please contact the committee chair at the phone number or e-mail address listed above. Thank you for assisting us in this important selection process.