

GRADUATE STUDENT COMMENCEMENT SPEAKER APPLICATION INSTRUCTIONS

KUTZTOWN UNIVERSITY OF PENNSYLVANIA •
231 Beekey • 610-683-4300 • WARD@KUTZTOWN.EDU



ELIGIBILITY CRITERIA

In order to be considered for this distinction, you must:

- be cleared to participate in the May 2021 commencement ceremony
- have a grade point average at or above 3.5
- demonstrate service to the university community and a record of good university citizenship and cooperation
- be in good disciplinary standing.

FILING INSTRUCTIONS

In order to be considered for this honor, each applicant must complete and submit this application and all supporting materials by the deadline listed below AS A PACKAGE. Additional materials may not be added to this application. Failure to follow these instructions may result in rejection of the application. It is the applicant's responsibility to ensure that all materials are returned in one package by the stated deadline.

BIOGRAPHICAL DATA

Please complete this section in its entirety so that we have biographical information for publicity purposes.

First Name, Middle Initial, Last Name _____ Student Identification _____

KU E-mail Address _____ Phone _____

Program of Study _____ Grade Point Average _____

Permanent Address _____

APPLICATION MATERIALS AND DEADLINE (due **Friday, March 26, 2021**)

- this completed form
- a draft of the 3-5 minute address you would like to offer
- a resume
- activities and participation information (if not included on resume – see information on next page)
- two recommendations

RESUME

For assistance with drafting a quality resume, please review the Career Development Center's How to Write an Effective Resume and Cover Letter (click [Here](#)) or pick up a hard copy at the CDC office, 113 Stratton Administration Center. You are strongly encouraged to submit your resume draft to the CDC staff for feedback prior to submitting it with your application package.

RECOMMENDATIONS

Please present the attached recommendation form to two members of the faculty or staff who have agreed to support your application and are familiar with your contributions to Kutztown University and/or the community. It is in your best interest to choose staff or faculty who can attest to your contributions outside the classroom and not solely your academic performance which, to some degree, is measurable by your grade point average. Once completed, you should collect the completed forms from the faculty/staff member in a sealed and signed envelope and return them, along with all other application materials.

AUTHORIZATION

You must choose responses to each of the statements listed below. The information collected is vital to promoting recipients, but it is your choice as to whether or not you grant us permission to use the information for the reasons indicated. You must sign this document.

By signing below, I hereby release my academic and judicial records to the division of Academic Affairs as they pertain to this application. I further understand that the information I have provided in this document is subject to verification. Kutztown University may publish the following information in the Commencement Ceremony program, should I be selected to receive this honor. I grant permission to publicly release my:

- grade point average academic
- honors and awards
- co-curricular involvement and awards.

Signature _____ Date: _____

ACTIVITIES AND PARTICIPATION INFORMATION

Kutztown University of Pennsylvania • 231 Beekey •
610-683-4300 * ward@kutztown.edu

PLEASE PROVIDE THE INFORMATION REQUESTED -----

Document below any activity/organizational involvement in which you participated while a graduate student at Kutztown University. Include additional pages as needed.

WHAT TYPE OF ACTIVITIES SHOULD BE SUBMITTED? -----

Commonly, with the exception of the community service involvement, all of the activities included should take place on campus. They may include:

- Leadership activities: any uncompensated leadership role in any organization, program or activity of any duration, i.e. organization president, programming chairperson, committee service, etc.
- Honors, awards, recognition: any type of award and recognition received from an organization
- Participation: membership in any volunteer organization, activity, athletic team, community service.
- Professional or educational development: participation in any extracurricular learning experience that provides a service to the community, such as volunteer experiences related to personal or professional development, workshops, conferences, training programs.
- Other: compensated leadership roles or other pertinent involvement not covered by the other categories.

SHOULD I INCLUDE THE SEMESTERS/YEARS OF PARTICIPATION? -----

Certainly. Longevity in an organization and progression “through the ranks” reflects a commitment to that organization. Be very clear about the terms you held any leadership positions. (example: Vice President, fall 2018; President, spring 2019)

WHAT ELSE SHOULD BE INCLUDED? -----

Similar to your resume, you should include a description of your involvement and pertinent dates. Do not use abbreviations or acronyms. Those familiar with Kutztown know, for example, the meaning of “GSA” or “GA” but those outside the campus will not. Spell things out completely. Also, be truthful in everything you include. This information is a reflection of you and Kutztown University.

ACTIVITIES AND PARTICIPATION INFORMATION (LIST BELOW):

GRADUATE STUDENT COMMENCEMENT SPEAKER APPLICANT REFERENCE FORM

Kutztown University of Pennsylvania

231 Beekey • 610-683-4300 • ward@kutztown.edu

PART ONE: TO BE COMPLETED BY THE APPLICANT

APPLICANT NAME: _____

To the Applicant:

Please give this form to a member of the faculty or staff whom you have chosen to submit a reference for you and is familiar with your contributions to Kutztown University and your qualifications to offer the commencement address.

Applicant's Waiver of Right to Access

The Family Educational Rights and Privacy Act of 1974 (FERPA) allows you to waive your right of access to confidential letters or statements written on your behalf if the recommendation is used solely for the purpose of receipt of this honor. The university does not require that you make such a waiver as a condition for application.

List referee's name: _____

I hereby voluntarily waive OR do not waive my right to examine this confidential evaluation.

Applicant Name _____ Date _____

Applicant Signature _____

PART TWO: TO BE COMPLETED BY THE REFEREE

To the Referee:

The applicant named above is applying to offer the Commencement address at the May 2021 ceremony. Please complete this Reference Form and return it to the applicant in a sealed and signed envelope. *To ensure equity in the applicant review process, please do not add attachments of any kind to this form.*

IN WHAT CAPACITY ARE YOU FAMILIAR WITH THE APPLICANT? (MARK ALL THAT APPLY. EXPLAIN OTHER RESPONSE.)

- Academic advisor Supervisor Other _____
 Professor Organization advisor

FOR WHAT PERIOD OF TIME?

- 1 semester or less 1-2 semesters 3-4 semesters greater than 4 semesters

Given the Commencement atmosphere, please comment on this student's ability to offer a five minute address as the representative of graduate students.

Please comment on this student's contributions to Kutztown University and/or the community-at-large through out-of-classroom commitments and experiences.

Other Comments:

Completed by: _____

Department: _____

Signature: _____

Date: _____

UPON COMPLETION, PLEASE RETURN THIS FORM TO THE APPLICANT. COMPLETED APPLICATIONS ARE DUE BY **FRIDAY, MARCH 26, 2021**

QUESTIONS MAY BE DIRECTED TO:

DR JOHN WARD, DEAN OF THE COLLEGE OF EDUCATION & INTERM
DEAN OF GRADUATE STUDIES WARD@KUTZTOWN.EDU, Beekey 231,
610-683-4300