

JAMES A. GRAASKAMP COLLECTION OF TEACHING MATERIALS

III. REAL ESTATE DEPARTMENT ADMINISTRATION

E. Masters Program

2. Correspondence with Prospective Master Candidates



School of Business

1155 Observatory Drive
Madison, Wisconsin 53706

Graduate School of Business

SAMPLE LETTER

Review of real estate undergraduate majors brought my attention to your outstanding cumulative grade point record. Your college record should have come as no surprise because of your excellent work in our real estate courses, but nevertheless your cumulative GPA indicates that you would be well advised to consider graduate work in order to open doors to more responsible opportunities in a real estate career field.

The UW graduate program can offer scholarships of up to \$500 and a few project or research assistantships from time to time as well as work/study jobs to those who are financially qualified.

Why not come in and discuss the pros and cons of graduate work for another year? Should you be graduating this May, we are aware of at least two summer internships for students coming back to the graduate program in the fall. My office hours in Room 118 are 8:30-1:00 or you can call my home at 238-8452 for an appointment at some other time. In the meantime congratulations on a solid academic program.

Sincerely,

James A. Graaskamp
Chairman, Real Estate & Urban Land Economics

JAG/db

8857 Youngsea Place
Columbia, Maryland 21045
June 8, 1976

Professor James Graaskamp
202 A Breeze Terrace
Madison, Wisconsin 53705

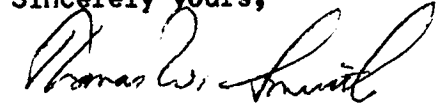
Dear Professor Graaskamp:

Approximately three weeks ago I called you to discuss some aspects of the M.B.A. program in Real Estate Analysis and Investment. I have received a permit to register August 30. At the time we talked, I inquired as to possible part-time job opportunities and you indicated, based on my experience, that I might write the University planning office as well as the Madison Department of Planning. I am enclosing my application to the Graduate School of Business (including a brief resume) for your perusal should you hear of anything that might benefit from the work of an experienced planner and researcher.

My wife and I will be in Madison July 1 and 2 looking for housing for our family. If you have the time I would certainly appreciate the opportunity to talk with you briefly about the program and part-time work or research opportunities. I have your phone number and will call during that time unless I hear from you before we arrive.

We very much look forward to being in Madison and seeing you at that time.

Sincerely yours,

A handwritten signature in dark ink, appearing to read 'Thomas W. Smith', with a stylized, flowing script.

Thomas W. Smith



Success
262-1555
Royal Melbourne Institute of Technology

*Letters should be
addressed to the
Principal.*

124 LA TROBE STREET, MELBOURNE, VIC. 3000

BOX No. 2476V G.P.O. MELBOURNE, VIC. 3001

Telegraphic Address: "Meltech" Melbourne.

Telephone: 345 2822. Extension No.

In reply please quote MDS:MAK.

27th May, 1977.

Prof. J. A. Graaskamp,
Associate Professor of Business,
University of Wisconsin,
MADDISON, WISCONSIN. 53706.
U.S.A.

Dear Professor Graaskamp,

Thank you for sending to me, through George Bloom, information about your Graduate Course. As I indicated to you during my visit to you in 1975, it was my aim to study a Graduate Course in my own area when I had completed an Under-Graduate Degree (there being no degree level courses in the Real Estate/Appraisal area in Australia.

I have now obtained a Bachelor of Business (Accountancy), and it is my firm intention to apply for enrolment in your Real Estate Appraisal and Investment Analysis (Master of Science) Course, commencing August, 1978.

George indicated that I should acquaint you with my background with a view to determining any pre-course work that I should do. This, presumably, if you find necessary, might be done during your Summer Session at Winsconsin or at this Institute where I work. (The latter option is important as it is not easy to obtain Study Leave in excess of twelve months).

I enclose further information on my background, together with details of Bachelor of Business Course.

<u>AGE:</u>	37 Years.
<u>1956-58</u>	Diploma of Agriculture.
<u>1959-63</u>	Professional Course for Admission as an Associate of the Australian Institute of Valuers.
<u>1973-76</u>	Bachelor of Business (Accountancy)
<u>1959-68</u>	Employed as a Rural Valuer with the State irrigation authority.
<u>1968-77</u>	Lecturer/Senior Lecturer Valuations* (currently Acting Head of Department).

* I have been responsible for the Valuations Course since 1970. Current student enrolment is 450.

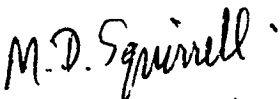
** Course Brochure enclosed.

I would be most grateful for your guidance in this matter, particularly regarding pre-course work.

I expect that I will need to apply for Study Leave by the end of July, this year, (we do not give Study Leave as a right) and so a reply by that time would be most helpful.

(I hope I am not being presumptuous in presuming that I would be admitted to your Course. Would you advise me to make an application at this stage, even though I do not seek to commence the Course until the First Semester 1978?).

Yours sincerely,



(M. D. Squirrell)
ACTING HEAD,
DEPARTMENT OF ADMINISTRATIVE STUDIES.

Enc.

THOMAS P. TOSSEY
3199B Evening Way
La Jolla, California 92037
(714) 452-7176

January 28, 1981

Dr. James A Graaskamp
University of Wisconsin--Madison
Graduate School of Business
Madison, WI 53706

Dear Dr. Graaskamp:

I am a student that will be coming to graduate^{school}, this fall to enter your real estate appraisal and investment analysis program. You may recall I spoke to you last summer, but had to cancel my plans to attend during this school year. I am a good friend of Roger Ritley's younger brother, Don.

The reason I am contacting you is to gain some insights. Although I would plan on utilizing this education to get involved with real estate development and syndication, I am also beginning to feel that an academic career might also be attractive. My idea would be to attain a faculty position in investment analysis and also get involved with further research and a great deal of consulting work.

Can you advise me as follows:

- 1) What are present supply and demand conditions for real estate analysis and economics faculty across the country?
- 2) How much might demand for faculty increase or diminish within the next few years?
- 3) What would be the likelihood of also being able to take on a considerable amount of consulting work and who is most likely to be seeking this type of assistance?
- 4) In addition to Wisconsin, which schools are most real estate oriented within their curriculums?
- 5) Can you provide additional references or sources of information?

Thank you very much for your help.

Sincerely,

Thomas P. Tossey
Thomas P. Tossey

March 24, 1981

Professor James A. Graaskamp
Room 118, School of Business
1155 Observatory Drive
Madison, WI 53706

Dear Professor Graaskamp:

This winter I applied to the M.S. program in real estate. Recently I received notice from the graduate school informing me that I was not accepted in the program. While I am disappointed I am determined to improve my application credentials to gain admission into your department.

On the 24th of November I went to Madison to look at the program and speak with you. At that time we talked about admissions criteria and you indicated that the admissions office bases their decision almost exclusively on GPA and GMAT scores. My GPA is between 3.2 and 3.3, I have had valuable work experience and my recommendations are strong. Unfortunately, my GMAT scores are low: 500. I suspect that these scores were the main factor in my being rejected by the school.

I have several questions that you might be able to answer: I took the GRE tests as well as the GMAT exam. My GRE scores were 580 verbal, 620 quantitative and 610 analytical. These scores were sent to Wisconsin about 10 days before I received a decision from the graduate school. It is possible that these scores reached the admissions committee after they had made a final decision on my application. If this is the case, do you feel that these scores would warrant reconsideration?

I also wonder if it would be possible to enroll in the real estate program this summer as a non-matriculated student and subsequently gain admissions if my academic performance is suitable.

After spending several years investigating graduate programs in real estate and land use economics I am certain that the Wisconsin program is the one program that meets my needs. I am equally confident that I can produce the quality of work that you demand in your curriculum.

I would greatly appreciate any comments that you might have. I will call you later this week.

Thank you for your time and consideration.

Sincerely,

A large, solid black rectangular redaction box covering the signature area.

/ccb

J.G.Haft
1503 30th St. NW #4
Washington, DC 20007
February 28, 1982

Prof. J.A.Graaskamp
UW Business School
Madison, WI

Dear Professor:

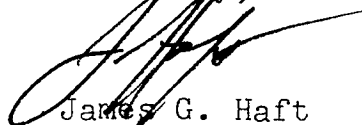
Thank you for your letter of Feb.24. If I understand you correctly, to finish my M.S. I need only 856 and 557(4 credits) plus any 8 graduate credits--nicht wahr? I further assume that 741 will not be required(Prof. Stanley hammered so much of that stuff into my head that I still wake up from nightmares about factor analysis). Attached is a list of my prior and proposed courses; I would be grateful if you would check this over to be certain the courses add up to an M.S.

The wisest strategy would be to take 856, 557, and 8 credit at the law school. Should this plan conflict with either the requirements of the M.S. or Georgetown, I will adjust accordingly.

Now that my required courses have been identified, I would greatly appreciate your sending me a short explanation on how 557 and 856 are inextricably related to the sphere of law(and if 741 as well; if required, and if it can be done with a straight face.)

Thank you very much for your assistance. Hope Wisconsin has thawed out by now.

Sincerely,



James G. Haft

ENC

List of Courses: Prior and Proposed

As an UW business major, I completed all required core courses, as well as 550 and 551

Taken as a graduate student:

	<u>Course</u>	<u>Credits</u>	
Prior:	555	3	
	757	2	
	850	3	
	852	3	
	857	2	
	Georgetown		
	Law courses	<u>6</u>	19
Proposed:	557	2	
	856	2	
	UW Law courses	<u>8</u>	<u>12</u>
			<u>31</u> = M.S. ???

MS

Lake Mills, WI 53551

May 1, 1982

Professor James A. Graaskamp
Room 118, School of Business
1155 Observatory Drive
Madison, Wisconsin 53706

Dear Dr. Graaskamp,

About three weeks ago I had a short conversation with you concerning Madison's M.S. program in real estate. I'm presently attending UW-Whitewater and I'm aware that I need to take Bus 550 and 556 as prerequisites to your M.S. curriculum. You mentioned the availability of a real estate course taught by Howard Olson at Whitewater that would satisfy your Bus 550 requirement. After talking to Donna Ratcliff, 108 Commerce, I was told that the course I plan to take there next semester (REAL ESTATE) numbered 240-348 has not yet been equated. UW-Madison's Admissions office has stated that they would ^{need} your written confirmation for this course to satisfy their requirements. Please let me know when you decide whether it's O.K. for me to take the Whitewater course.

When I last talked to you, I expressed my interest in mortgage banking, investment analysis, and the acquisition and disposal of real estate. Because this is your area of expertise, I look forward to the opportunity of having you as my mentor. My longer-term goal is to earn my Ph.D. in Real Estate and Urban Land Economics. I know you accept only the best students into your Ph.D. program, and I'm wondering whether it would have any bearing on my chance of acceptance if I finished

my B.B.A. at Whitewater as compared to my alternative of finishing at Madison. My G.P.A. is presently 3.4 on a 4 point scale with 45 undergraduate credits remaining.

I'd also appreciate your opinion on an appropriate B.B.A. before doing post-graduate work in real estate. Would you recommend it in something other than Real Estate or not necessarily? Also, given a choice between accounting and finance, which do you think would better prepare me for a career in the areas of real estate I've mentioned?

I look forward to hearing from you, and I'm thankful for your help.

Sincerely,
Peggie Pfeiffer

MS

UNIVERSITEIT VAN SUID-AFRIKA

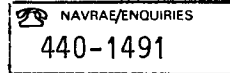
UNIVERSITY OF SOUTH AFRICA

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(012)440-3111

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INTERNATIONAL

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U VERWYSING/YOUR REFERENCE
ONS VERWYSING/OUR REFERENCE
NAVRAE/ENQUIRIES

DEPARTMENT OF BUSINESS ECONOMICS

Professor J. Grasskamp
202-A Breese Terrace
Madison
U.S.A. WI 53705

15 May 1984.

Dear Professor Grasskamp,

Since February 1984, I have been involved full time in teaching Real Estate courses in our Department. I intend doing my doctorate under Professor Nicholas Maritz. The major field of my doctorate is the application of computers in Real Estate practice.

My previous formal education includes Architecture, Production Management and Project Management (Ms.). Professor Maritz requires me to obtain a solid foundation in Real Estate before proceeding with my doctorate. He suggests that I complete the masters course in Real Estate at Wisconsin and would support my application for admission.

I would appreciate your comments and an indication of whether you would support my application to the School of Business.

Yours faithfully,

VALMOND GHYOOT
DEPARTMENT OF BUSINESS ECONOMICS

MS



University of Wisconsin-Madison

Graduate School of Business

1155 Observatory Drive
Madison, WI 53706
608/262-0391

January 22, 1985

MEMORANDUM

FROM: ~~TO:~~ Ruth Freeman
TO: ~~FROM:~~ Prof. J. A. Graaskamp
RE:

is the new assessor for Portage, Wisconsin, and would like to apply for the Master's program. Before he makes the effort to take the GMAT, can you evaluate his transcript to see if he is in the ball park. If so, what is the approximate score he would need on the GMAT?

Please return your comments with the attached materials and I will write an answer to his questions.

BBA from Whitewater 3.05 on 81 crs.
however he transferred 39 crs.
from La Crosse for which we
have no grades - And a
transcript as these credits
were counted for his BBA
received in 12/73.

BBA from Winona St. College -
post work — 3.27

If the La Crosse grades are good
so the 3.05 doesn't drop & if he
can attain a 580 total on GMAT
he should be admissible.

MS st.
March 6, 1985

2215 North Cleveland Ave.
Chicago, IL 60614

Professor James Graascamp
University of Wisconsin
Business School
Room 118
Commerce Building
Madison, WI 53706

Dear Professor Graascamp,

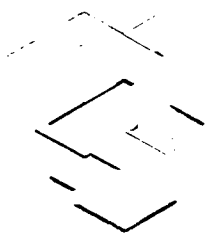
Per our phone conversation of today, I am looking forward to the information you are sending me on your Real Estate Program. I have an undergraduate degree in Psychology from the University of Pennsylvania, with two courses in the Graduate School of Landscape Architecture and Regional Planning. Since my graduation last May, I have become increasingly aware of the need to have a graduate degree in business and/or Real Estate Finance in order to pursue my interest in Real Estate Research. Therefore, I am interested in applying to your program as early as possible.

Thank you for sending the requested material, and I hope to be in touch with you in the near future.

Sincerely,

A handwritten signature in cursive script, reading "Lisa Graham".

Lisa Graham



December 13, 1985

Dr. James A. Graaskamp, Chairman
Real Estate and Urban Land Economics
University of Wisconsin
1155 Observatory Drive, Room 118
Madison, Wisconsin 53706

Dear Dr. Graaskamp:

Over the last month since I visited you in Madison, I have been following up on the necessary groundwork. It appears that as a minimum, I will probably have to pick up a few core courses based on what you indicated to me. I am also checking into the GMAT test here in Albuquerque. I have not yet been able to get a date as to when I can take it. Of course, I will follow your advice and try to sign up for a Stanley Caplan review before I launch into taking a test cold turkey.

I think realistically I will not have everything in order by the summer of 1986. If everything fell together just right (including some personal business matters) the earliest I would be available to start would be the fall semester of 1986. However, I would rank the chances of that date at less than 50/50.

What my visit did do for me was convince me more than ever that I am prepared to make personal sacrifices to go back and obtain a Master's Degree. The hard, cold reality of becoming a student again was not scary, in fact, was exciting. So I think the personal question has been answered; it's now just a matter of timing. Of course, I am being a little presumptuous in assuming that I will score well on the GMAT test and that the University of Wisconsin would accept my mediocre undergraduate performance.

BROOKS, LOMAX & FLETCHER, INC.

UNION SQUARE 111 GOLD AVENUE SOUTHEAST ALBUQUERQUE, NEW MEXICO 87102 505-242-4818

Dr. Graaskamp
December 13, 1985
Page 2

I think I will have a better idea about timing in a couple of months. Since I do get out to Wisconsin frequently, I would like to plan to visit the school again and possibly have you introduce me to Dean Blakeley. Given my academic track record, I need all the help I can get, and a one-on-one visit would definitely only benefit me.

I thoroughly enjoyed sitting in on your one class. I wish I had had time to sit through other classes offered in your department. It is heartening to know that you are not producing a bunch of academics, but teaching academically trained students real-world experiences.

Best wishes for a happy holiday season.

Kindest personal regards,

A handwritten signature in black ink, appearing to be 'Larry N. Brooks', written in a cursive style.

Larry N. Brooks

LNB/dsm

M E M O R A N D U M

TO: Dean E. J. Blakely

FROM: James A. Graaskamp

DATE: March 9, 1988

RE: Admission of [REDACTED]

I have interviewed [REDACTED] and believe we should recommend him for consideration by the Graduate School for admission to the MS program in Real Estate. His senior year at Colorado State indicated he had begun to grow out of his fun-loving days of record underachievement as a freshman and sophomore. His work for Vantage required significant analytical ability as well as people engineering skills in the management of several impressive Chicago projects. At age 29 he has a clear perception that the industry is changing (it is) and that he needs technical skills in a broad range of topic areas to survive. His GMAT scores in math are a little low but acceptable for our Master students.

His interview revealed a strong technical background, a familiarity with the literature, and intense motivation.

I believe that [REDACTED] is a risk, but a good risk for an institutional organization. He will put as much into the program from his experience as he receives.