

Policy for Writing Letters of Recommendation (last updated 12/2011)

If you are requesting a letter of recommendation for a scholarship, job, or a future academic program, please note the following:

Your grade in the class(es) you took with me must be “A-“ or better.

If you only had one class with me and we have had no other interaction, my comments likely will be very general and brief. (Advice: You should consider soliciting letters of endorsement from professors and faculty who know you best!)

Please make your request at least three (3) weeks in advance of the deadline when such letters must be received by the receiving institution/company.

If you do not contact me before requesting your letter of recommendation and/or listing me as a referee I will not provide a reference.

When making your request, please provide the following information:

- The name of the course(s) and the semester(s) you took it/them with me.
- Full information about why you need the letter and full name & address information about whom to send the letter/form/endorsement to.
- Indicate how the letter will be submitted: (a) mailed directly, (b) delivered to you in a sealed, signed envelope, or (c) submitted on-line. If the letter is to be mailed directly to the receiving institution, when making your request please provide an addressed envelope with appropriate postage affixed.
- If the recommendation is part of a printed form, be sure to complete the rest of the form before asking me to provide the recommendation.
- A clear deadline when the letter must be received by the addressee.

When requesting a recommendation from me, feel free to include information (e.g., research projects, CV, activities, etc.) that you feel might help me provide an accurate and meaningful recommendation for you. Reference letters are most effective when they discuss specific examples of high-quality work!

Requests for more than two (2) letters of recommendation per year per student may be refused.

NOTE: I treat letters of recommendation as confidential information intended for the eyes of the addressed recipient only. This will benefit you, since confidential letters tend to carry much more weight with university admissions offices and/or prospective employers. As such, by requesting a letter of recommendation from me, you must agree to waive your right to examine/access any letter that I may write on your behalf.

Printed recommendation forms / requests / postage-affixed addressee envelopes may be left in my mailbox in ITE-325.

I reserve the right to decline without cause providing a letter of recommendation via any medium. This decision is final and not subject to appeal. I make no guarantees about the successful receipt of any letter or on-line recommendations I submit on your behalf, especially for requests made within three weeks of the requested due date.