Guidelines for Letters of Recommendation

1. Think of faculty members that would be willing to write you POSITIVE letters of recommendation. Two out of three of your letters should be someone that is in the field (SLP/AUD) and know your academic skills. The third letter could be a supervisor or someone that is an instructor outside of CDIS.

2. Ask those individuals in person or via email if they would be willing to write you a letter for your graduate school applications. Let them know up front how many schools in which you will be applying. It is under the discretion of the faculty member as to how many letters they will write or submit online.

3. If you have not received a grade from one of your letter writers, please wait to ask them for a letter once the instructor has had an opportunity to evaluate your performance in class. If you have already received a grade from this person, you may go ahead and ask them during the fall semester.

4. Submit your packets (large envelope) to the letter writers once you have discussed with your letter writer as to when they will need the materials. You must give a minimum of two weeks' notice.
   - A recent picture
   - Current resume
   - Unofficial transcript
   - Personal statement
   - A letter to the writer with each schools deadline and anything additional you want the writer to include in their letter (research, etc)

5. On the outside of your packet you should write the following:
   - Your name
   - Date you submitted your packet
   - Schools applying to and dates the letters are due

6. Make sure you understand how each program wants letters or online recommendations submitted. Most schools are digital now and you will just need to submit email addresses for your letter writers. If a school is still using paper format you will need to include a self-addressed stamped envelope with the address.

7. Each school will ask you if you waive your right to see the recommendation letter. That is a personal decision for you but please know that some take less value in the letter if you do not waive your right to see the letter.

8. If a school has not received a letter from one of your writers within two weeks of the deadline, it is appropriate to email the writer with a friendly reminder and thank you.