Letter of Recommendation Policy

**M. Nicole Horsley’s Letter of Recommendation Policy**

**I am happy to write letters of recommendation for students who meet the following criteria:**

* You must have fully completed at least two classes with me. I will not write a letter for a current first-time student, as I will not have an adequate sense of your academic abilities until you complete the term.
* You should attend office hours, giving me the opportunity to get to know you beyond the classroom. To write a strong and effective letter, I need to be able to describe you holistically.
* You should have earned a grade of an A or B in my classes.
* I require at least three weeks to craft and submit a letter for you. I will not respond to last minute request.  Your emergency is not mine.

**If I do agree to write a letter of recommendation, you have must:**

* Provide all the pertinent information:
	+ Nature of your application (a description of the organization/fellowship/program to which you’re applying)
	+ Deadline for the letter to be postmarked/received
	+ Method by which I am to submit the letter (via email, postal mail, hard copy to you with a signature across the envelope seal)
	+ Name and contact information (full names, affiliations of the person/group receiving the letter)
	+ Any additional forms that I am to complete on your behalf (complete forms that require you to submit information prior)
* Additional Information I need to write a great recommendation:
	+ An unofficial copy of your transcript
	+ Resume
	+ Copy of the cover letter and/or personal statement that will accompany your application
	+ Copy of any writing that you have to submit

**If your application involves a funding request:**

* You should spend ample time developing your proposal before asking for an endorsement letter
* *I will not write a letter in support of your project without seeing the project*

**If you are applying to more than one program at a time:**

* Provide details and an organized list of all sites in one email
* If you want me to focus the letter to discuss a particular ability or characteristic (e.g., fellowship states applicants should have strong organizational skills), tell me, as this will assist me in writing a personalized letter suited to your specific needs

**Do not ask for a recommendation letter unless you are certain you are going to follow through with the rest of your application.**