

LETTERS OF RECOMMENDATION POLICY

rev. March 13, 2009

Letters of recommendation will serve as a record of your academic performance in chemistry classes thus far and an honest assessment of your chances for future academic success.

I will be more than willing to provide you with a letter of recommendation for any career or academic need, as long you satisfy the following requirements:

1. You must make your request (and submit all required materials listed here) no later than 1 week (7 calendar days) before the letter is needed. If the letter is to be mailed, you need to allow this additional time. ***In general, unsealed letters will not be given directly to students.***
2. You must provide complete copies of all documents associated with the program for which you are applying. This documentation should include basic information such as the address and entity to which the letter is to be sent, how the letter should be prepared, etc. as well as other information such as the criteria for selection and the nature of the requesting entity. ***In general, unsealed letters will not be given directly to students.***
3. You must provide a complete, current resume that includes:
 - a. current work situation (*Are you working? If so, where are you working and what are you doing? How many hours are you working each week?*)
 - b. extra-curricular activities such as school clubs or community service
 - c. career and academic goals
4. You must include a completed LETTER OF RECOMMENDATION REQUEST FORM, which is the next page in this document.
5. If there is anything else that I should know or you would like me to mention in the letter, include it; this will help me to provide you with the most effective letter possible.

LETTER OF RECOMMENDATION REQUEST FORM

for letters from Martin Wallace, Professor of Chemistry

STUDENT NAME: _____

- 1. Attach a copy of any documents related to this request. (*Any relevant information about the scholarship for or school to which you are applying will probably be helpful.*)
- 2. Attach a copy of a current resume.
- 3. List the organization, contact person and address to whom this should be sent:

ORGANIZATION: _____

ATTENTION: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

In general, unsealed letters will not be given directly to students.

- 4. When is the deadline for this letter? _____
- 5. List the classes you have taken with me:

| CLASS | QUARTER | GRADE EARNED |
|-------|---------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

- 6. During the time you were in my class(es), were you working? If so, roughly how many hours per week? (*Also include any volunteering or other unpaid time.*)

- 7. During the time you were in my class(es), were you also taking other classes? If so, roughly how many units per term? (*Attaching an unofficial copy of your transcripts would be helpful.*)

- 8. Attach any other information or supporting documents that you think may be helpful.

Wallace's use only:
DOCUMENTS RECEIVED: _____

LETTER SENT: _____