

Communication Sciences and Disorders
West Virginia University
Nine Guidelines for Letters of Recommendation
Revised Fall 2014

Students in the Department of Communication Sciences and Disorders:

1. Should select faculty members with whom they have worked closely, completed at least one class/ clinical/research experience, developed a positive relationship, and from whom they have received a grade of at least a B (or Pass in clinic/research) and preferably an A.
2. Will have approximately six weeks (October 20 to December 1) to respectfully request faculty members to write letters of recommendation. Requests in October offer faculty more time to complete the letters. Because some faculty members will not begin to write letters until the end of the fall semester, students must inform them of specific deadlines.
3. Should not ask faculty prior to the starting date (October 20) and should not give them additional information after the ending date (December 1).
4. Should not ask the faculty member for more than five recommendations.
5. Should complete the **Request for Recommendation** and provide the faculty member with the following information in a large envelope with the student's name written at the top (**the Recommendation Envelope**) within one week following the request:
 - a. Request for Recommendation (cover sheet);
 - b. A resume that includes the student's academic objective, educational history, clinical/research activities, extracurricular/volunteer/work/internship activities, honors/awards, and any other important information. Students should give the reference writer "talking points" for the recommendation;
 - c. An up-to-date transcript (DegreeWorks) of the student's grades;
 - d. The semester, year, title and number of the specific class(es), clinical, or research experiences that the student has taken from the reference writer and the grade(s) received;
 - e. Information regarding whether or not the student has waived his/her right to view the recommendation (Note: A majority of institutions/workplaces require students to select between waiving/not waiving their rights to see recommendation letters. Readers of the letters typically give the letter more weight if the student has waived his/her right to see the letter.);
 - f. Stamped, addressed envelopes in which recommendation letters/ratings are to be sent (does not apply to online recommendations);
 - g. A list of schools to which the student is applying in order of application deadline dates, with the earliest listed first;
 - h. The appropriate online links needed to complete the recommendation.
6. Should complete all information possible that is requested on the recommendation form (or any other form), including the information below.
 - a. The Department of Communication Sciences and Disorders
West Virginia University
PO Box 6122, 805 Allen Hall
Morgantown, WV 26506-6122
Telephone: 304.293.4241
[NOTE: *This is the dept. office telephone number; students should list specific phone numbers for faculty as noted below.*]
Fax: 304.293.2905
 - b. Faculty, Degree, Title, Phone (304.293. ____), Email
 - Carolyn P. Atkins, Ed.D., Professor and Director of Undergraduate Studies, 2361, Carolyn.Atkins@mail.wvu.edu
 - Ashleigh J. Callahan, Ph.D., Teaching Assistant Professor, 5417, Ashleigh.Callahan@mail.wvu.edu
 - Ingrid Davis, M.S., Clinical Instructor, 4241, Ingrid.Davis@mail.wvu.edu
 - Jeremy J. Donai, Ph.D., Assistant Professor, 2662, Jeremy.Donai@mail.wvu.edu
 - Leslie Graebe, M.S., Clinical Supervisor, 2478, Leslie.Graebe@mail.wvu.edu
 - Karen B. Haines, M.S., Clinical Assistant Professor and Speech Clinic Coordinator, 2477, Karen.Haines@mail.wvu.edu

- Mary Ellen Tekieli Koay, Ph.D., Professor and Director of Graduate Study in Speech-Language Pathology, 2639, MaryEllen.Koay@mail.wvu.edu
- Norman J. Lass, Ph.D., Professor, 2652, Norman.Lass@mail.wvu.edu
- Kimberly M. Meigh, Ph.D., Assistant Professor, 4942, kmmeigh@mail.wvu.edu
- Michelle W. Moore, Ph.D., Assistant Professor, 8965, mimoore@mail.wvu.edu
- Gayle B. Neldon, Ed.D., Teaching Assistant Professor and Hearing Clinic Coordinator, 2687, Gayle.Neldon@mail.wvu.edu
- Robert F. Orlikoff, Ph.D., Professor and Chair, 2377, Robert.Orlikoff@mail.wvu.edu
- Janet Petite, M.S., Teaching Instructor, 2689, Janet.Petite@mail.wvu.edu
- Vishakha Rawool, Ph. D., Professor, 2984, Vishakha.Rawool@mail.wvu.edu
- Dennis M. Ruscello, Ph.D., Professor, 2894, Dennis.Ruscello@mail.wvu.edu
- Kenneth O. St. Louis, Ph.D., Professor, 2946, kstlouis@ wvu.edu

7. Should check to be sure that the reference writer has received the necessary information/link for online recommendations and should check with the school to be certain the online recommendation form has been received by the professor prior to the final date.
8. Should Google online resources for samples of letters, resumes, and application essays or should contact or visit Career Services Center for assistance with letter writing and resume writing and/or for assistance to establish a credential file (establishing a credential file is optional).
9. Students should:
 - Alert the reference writer immediately (within 2 weeks but not later than December 1) of any changes in decision to apply to particular schools
 - Check with respective graduate schools prior to the deadline to determine if the student's application file is complete.