# University of Texas at Tyler

# Department of Rehabilitation Sciences

# Communication Sciences and Disorders Program

# Recommendation Request Form

To be completed by

# STUDENTS REQUESTING LETTERS OF RECOMMENDATION FOR

# GRADUATE SCHOOL APPLICATIONS OR CAREER OPPORTUNITIES

If you are a student requesting a letter of recommendation from a faculty member at the UT Tyler Communication Sciences and Disorders Program, and the faculty member has agreed to give you the recommendation, please complete this form and email it to them. This is information will help us highlight important aspects of your academic achievement and career-related activities.

**For Employment:**

Employers do not always require a formal letter of recommendation from teaching institutions. They often send us an electronic link and/or take the recommendation over the phone. If you plan to request a recommendation for employment, please add our contact information and we will be happy to provide the recommendation via telephone or e-mail. In our recommendation we must present an honest and fair estimate of your performance and skills.

**For Graduate School: Use the checklist below.**

* Waive the right to view the recommendation
  + When you provide the name of a program faculty member to the graduate school that you are applying to, make sure to waive the right to see the recommendation. This is a program policy and faculty will not provide a recommendation unless you waive your right. This ensures the recommendation is objective.
* Complete and submit this form and any forms required by the graduate program you are applying to by official end of the fall semester
* Generally, all recommendations are completed 100% online. If you have a program that still uses traditional paper forms, you need to provide your recommender addressed AND stamped envelopes. Without the stamped envelopes, no hard copy recommendations will be sent.
* Be sure to complete your portion of the forms by supplying your identifying information (your name, address, confidentiality waiver, etc.). Also, enter the faculty information. We will not do this for you! We will submit it with that information blank.
* Be sure to indicate the application due dates on each of the forms or on a separate list.

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HPR 126

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* Please save this Recommendation Request document to your computer, type in your responses, and send it as an email attachment to your recommender. Your recommender may ask you to send your resume and letter of intent.
* Please inform the Program Director informed of where you have been accepted.
* While completing this form, focus on the points that will make us remember you at your best, academic accomplishments that you unique and distinguish you from other students who may be applying to the same institution.

*Form starts on the next page*

**Student Name : Date :**

**E-mail :**

**Recommender :**

**Applying for :** 🞏 Speech-Language Pathology 🞏 Audiology 🞏 Other\_\_\_\_\_\_\_\_\_\_\_

**Recommandation Questionnaire**

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| **What graduate programs are you applying to ?** |

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| **1. How many semesters have I known you ? Since what year ?** |

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| **2. Who is your advisor ?** |

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| **3. Do you have a minor ? If yes, what is it ?** |

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| **4. What is your overall GPA ?**    **What is your GPA in the major ?** |

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| **5. What is your combined Quantitative and Verbal GRE scores ?**  **Your Writing Score ?** |

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| **6. List the classes you have taken with me and the grade for each course.** |

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| **7. What else should I know about you to make your letter distinctive?** |

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| **8. Have you done an undergraduate research project ?**  **If yes, please describe your project, where you presented it, etc.** |

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| **9. Did you do an internship ?**  **If yes, please describe the setting and your experience.** |

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| **10. Are/were you a NSSHLA member ?**  **If yes, are/were you an officer ?** |

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| **11. Have you personally experienced a communication disorder?** |

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| **12. Did you work as a peer tutor ?**  **If yes, for which courses ?** |

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| **13. How did you become interested in communication disorders ?** |

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| **14. What types of clients do you think you want to work with ?** |

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| **15. What areas of communication disorders interest you ?** |

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| **16. Do/did you work off campus and/or have work study ?**  **If yes, where, in what capacity, and how often ?** |

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| **17. Which campus activities have you participated in?** |

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| **18. Have you had any experiences/interactions with individuals with communication disorders ?** |