**Recommendation Request Protocol**

Dear student,

If you would like a recommendation from me, I need the following from you:

1. Instructions on what to send and where to send it including all relevant forms and information on deadlines;
2. A current resume;
3. A statement on why you want to go to the school/job you are applying for (this can be a paragraph or two);
	1. In your statement you could also highlight any things about yourself that you’d like me to highlight;
	2. You should be as specific as possible, the more specific you are the more specific and better the recommendation will be;
4. A copy of an assignment that you completed for me;
5. A list of the courses you had with me;
6. If necessary, stamps.

All of these documents can be emailed or handed to me. Unless the matter is urgent, such as a sudden job offer, please allow me at least 3 weeks lead time.

Please bear in mind that your recommendation will not be very good if your grades in my courses were not very good. As a rule of thumb, it is best to get recommendations from professors that gave you B+’s or higher, I would say a bare minimum would be a B. I will mention the grades you got in my courses in your recommendation.

I do not write “generic recommendations” for you to throw into any resume. This is an unprofessional practice. Recommenders are expected to maintain objectivity and distance.