

PROCEDURE: LETTERS OF RECOMMENDATION

1. You are **required** to establish a credential file with the WVU Career Services Center (293-2221), which is located in the Mountainlair (2nd floor, over Book Store. You also can enter through an outside door located on the right before entering the parking garage on the second level). See <http://www.wvu.edu/~careersc/JobSearch/CredentialServiceStudents.html>.

A credential file is a professional folder containing a resume, transcript, and references. It will be stored for ten years after you graduate at which time your references are microfilmed for permanency. See http://careerservices.wvu.edu/students_for_examples_and_other_information_regarding_resumes_and_cover_letters. There is no charge for establishing a credential file!

To establish a credential file, complete the required information and take it to the front desk at the Career Services Center and **tell the person who accepts it that it is for graduate school because there are different requirements if you are seeking employment.**

- Student Credential Registration Form
- One copy of your resume (Career Services will make copies for each school.)
- Credential Release Permit (signed and dated)
- References (The people who write for you will send the references in so you will not have these in hand when you establish your file.)

Note: You will have to order an official transcript (from Admissions and Records) for every school to which you apply. However, transcripts placed on file do not need to be “official.”

2. Once you have established a file, you will have approximately six weeks (October 20 to December 1) to ask faculty to write letters of recommendation for you. The earlier you ask, the more time faculty will have to complete the letters. You should not ask them prior to the starting date (October 20) and you should not give them additional information after the ending date (December 1). You do not have to ask them on October 20; just ask them and provide them with your information between October 20-December 1. Please note that many faculty members will not begin to write letters until the semester break. Inform your writers of any specific deadlines and give them time to write!

3. Once the faculty member (reference writer) agrees, you must provide him/her with the following information:

- **A biographical sketch** (see Undergraduate Packet)
 - Resume may accompany the sketch and provide information for sections II – V.
- **The SPA/Career Services form (Letter of Reference)**, page 1 with identifying information completed
 - *You will complete page 1 only; the reference writer will complete page 2. You cannot access page 2. To access page 1, LETTER OF REFERENCE, go to:* <http://community.wvu.edu/~clp015/CareerServices/CSCoverSheetSPA.doc>.
 - Download the form and save one copy on your computer/disk for each reference writer (i.e., save it each time) and give the completed signed copy to that person.
 - On page 1, LETTER OF REFERENCE, complete your name and the reference writer’s name (example below).
 - Candidate’s Name: Ann Smith
 - Degree/Major Field: Speech Pathology & Audiology
 - Reference Writer’s Name: Dr. Carolyn P. Atkins
 - **You will need to type in the reference writer’s title (e.g., Professor) and business phone (e.g., 304-293-4241) at the bottom of the form.** Titles appear on page 2 of this handout.
 - **You also will need to sign, date, and check whether or not you waive your right to see the letter of reference. If this is not signed your recommendation form will NOT be completed by the reference writer.** According to Career Services, the graduate schools seem to want only confidential references where you have waived your right of access.
 - After the reference writer signs and dates page 1, he or she will submit it with page 2 (the actual recommendation), to the Career Services Center where it will be placed on file. You may have it sent to as many graduate schools as you wish. **You do not have to provide an envelope for the letter that goes to Career Services.**
- **Three checklists/rating scales** (if applicable)
 - Some graduate programs require a reference writer to complete a rating of the applicant on which he or she marks some type of numerical scale or other system regarding academic, clinical, or personality attributes.
 - Not all schools require this. Verify what is needed with your respective college.

- Each reference writer will complete a maximum of *three* checklists/rating scales.
- You should complete all identifying information on the checklist/rating scale pertaining to address, phone, etc. as you did on the SPA/Career Services form, page 1. The only thing that the faculty member should have to do is to complete the rating scale, sign his or her name, and date it.
- If the rating form has a section that asks the reference writer to “provide additional information” (or similar wording) about the applicant, YOU must type in “Please refer to SPA letter of recommendation arriving separately from Career Services.” Then you must request that Career Services send that letter of recommendation to that particular school.

- **Stamped, addressed envelopes** for each checklists/rating scale

NOTE: If you do not follow the proper procedure and complete ALL information, your references will not be completed and your information will be returned to you via the reference writer’s outbox.

Do not forget to check with your respective graduate schools to determine if your application file is complete.

Faculty and Degree	Title	Phone (304-293-)
• Carolyn P. Atkins, Ed.D.	Professor	2361
• Robert F. Orlikoff, Ph.D.	Professor and Chair	2377
• Leslie Graebe, M.S.	Clinical Supervisor	2467
• Karen B. Haines, M.S.	Clinical Assistant Professor and Speech Clinic Coordinator	2477
• Robin R. Jones, M.S.	Assistant Professor	2609
• Mary Ellen Tekieli Koay, Ph.D.	Professor and Director of Graduate Studies	2639
• Norman J. Lass, Ph.D.	Professor	2652
• Conrad Lundeen, Ph.D.	Associate Professor	2662
• Gayle Neldon, Ed.D.	Clinical Instructor and Hearing Clinic Coordinator	2687
• Ashleigh J. Payne, Ph.D.	Assistant Professor	5417
• Vishakha Rawool, Ph. D.	Professor	2984
• Dennis M. Ruscello, Ph.D.	Professor	2894
• Linda I. Shuster, Ph.D.	Professor	2943
• Kenneth O. St. Louis, Ph.D.	Professor	2946

The Speech Pathology office address is: 805 Allen Hall, PO Box 6122, Morgantown, WV 26506-6122.

The Audiology office address is: 807 Allen Hall, PO Box 6122, Morgantown, WV 26506-6122.

To Request Sending of Credentials: (1) Call, write, fax, or go to Career Services and give them the addresses where references are to be sent. If you want them to send your completed application also, take it or send it to them with your request. (2) If you need your references in sealed envelopes, you must request these 24 hours in advance of pick up. If any school provides reference forms, Career Services can attach a copy of your reference to the form and mail it out or seal it that way.

Suggestion: *Google online resources for letter and resume writing and applying to graduate school. You can find examples of graduate application essays, resumes, and letters.*