

Recommendation Letter Policy

The following **are criteria** for obtaining letters of recommendation from Dr. Walker.

Criteria For letters of recommendation to Professional/ Graduate School/ Career Positions

- 1 You should have earned an A or B the classes you have taken from me. (Getting a C in one of my classes is acceptable under certain circumstances.)
- 2 You should be known to me well enough for me to know your name. Merely earning an "A" in a lower-division class that enrolls say 80 students does not guarantee that I know you. To satisfy this criterion the following may be done: 1) enrolling in 4850L in which I can observe your skills, capabilities and how you interact in a professional setting. 2) conducting undergraduate research under my supervision. **Option two is given preference.**
- 3 You should have conducted or be in the process of **conducting undergraduate research under my supervision.**

If you meet all of the above criteria I can write a letter of reference. I will need the following materials in my possession before I will write the letter.

- 1 **Stamped and addressed envelopes.** I can give you YSU envelopes.
- 2 **List of addresses with deadlines.** I require a **digital copy** in MS Word.
- 3 **A resume with your career goals** stated and **statement of what these letters are in support of** (For example; entrance in to Medical School, Graduate School in Microbiology, etc.)
- 4 Standard form from school to which you are applying (if applicable) and **the disclosure waiver signed by you.**
- 5 Copy of your **transcripts.**
- 6 **When You have completed all of the above, we will set up an appointment to discuss the writing of a letter of recommendation,** I will ask you a question involving the application of your biological knowledge to an current issue or important concept. I do this to assess how you utilize your biological and scientific knowledge and skills in answering specific questions or problem

Note: Give me **plenty of time to complete these tasks.** Do not come to me one week before a deadline to write ten letters of recommendation. I write an honest and accurate letter assessing your character qualities (integrity, initiative, etc.) interpersonal skills and intellectual abilities. I do not lie, embellish the truth or in any way slant my opinions of you. If you feel **I don't know you well enough for a positive recommendation** or that **I would not give you the most positive letter of recommendation,** then save yourself a lot of grief and **do not choose me** as a reference. I would probably say no to your request, anyway.