

GUIDELINES FOR LETTERS OF RECOMMENDATION FROM LAW & SOCIETY PROGRAM FACULTY

This list is to help you in preparing for letters of recommendation. It is to your and your professors' benefit that you follow these guidelines in order to ensure the best possible letter. The Law & Society Program strongly encourages utilization of these procedures.

WHAT PROFESSOR TO ASK

- Professors with whom you have had **at least two classes**, and **received a grade of "B"** or better.
- Professors who remember you as a **stand-out student** who always went the extra mile.
- Professors with whom you were involved in **independent study** courses, a position as a **research assistant**, or other one-on-one or in depth capacity.

LEAD TIME

- Allowing **at least one month's time** from when you need the letter is normal. Many professors are not only teaching classes, but writing books, serving on various boards across campus, and writing other letters of recommendation. Professors need as much lead time as possible.
- If you are taking a year or two off before obtaining letters of recommendation, be sure to contact the professor(s) **before** you leave campus.

WHAT TO GIVE YOUR PROFESSOR

- A complete **resume**, with your work history, personal information, and skills.
- A **statement of purpose** (i.e.: what you are specifically pursuing).
- **Information about the program** to which you are applying.
- Copies of **papers and exams** you wrote in his/her classes.
- **Directions** on how the letter needs to be submitted. This varies from school to school. All law schools require letters of recommendation be submitted through LSDAS. Graduate schools vary – some require the student to turn in the letter in a sealed envelop, and some require the recommender to mail the letter directly to the school. Make sure you **supply separate directions for each school** so the professor does not get them confused.
- Appropriate-sized **addressed and stamped envelops** if they are needed.
- Form for evaluation, with signed details typed in (i.e.: your full name, social security number, waiver, etc.)
- Leave your **phone number and email address** with the professor so that they can notify you when the letters are completed for you to pick up. All letters (those that are addressed to you and those addressed to schools or LSDAS) will be returned to you for you to mail. The envelops will be sealed with the professor's signature across the back.

CHECKLIST: before submitting materials to the professor, review this checklist to assure you have gathered all necessary materials for each separate letter of recommendation:

- COVER LETTER, with directions for the professor and your telephone number and email address
- RECOMMENDATION FORM from the school, with applicants information and signatures completed
- RESUME
- STATEMENT OF PURPOSE
- INFORMATION ABOUT the PROGRAM to which you are applying
- EXAMS and PAPERS that you wrote in the professor's courses
- ENVELOPS, addressed and stamped