



## Letter of Recommendation

One of the pleasures of being an instructor is writing letters of recommendation for academic / employment opportunities. I have written 152 letters of support for former WCC students (including multiple applications for colleges and universities, med schools, vet schools, law schools, nursing schools, and internships for NASA, EPA, Cancer Institute, and a variety of engineering/ medical research facilities. Many former students have received WCC scholarships. I have four requirements for writing a letter:

1. Student must have finished the course. (A letter saying most likely will get an A has little meaning; much stronger to say student finished the course with an A grade.) **If you ask for a letter during the semester, I will tell you I will write a letter, but not until the semester is over and the student meets the requirements below:**
2. Student must have an A (not A-) grade.
3. In accordance with long established academic protocol, letters of support are never given directly to the student; letters are always sent directly to the requested institution / organization. (This is to protect the integrity / validity of the letter.)
4. Students must provide the type of reward / application sought, where the letter is to be sent, the deadline for the letter, and to comply with Federal FERPA rules, permission to report the A grade. I cannot write a letter unless the student furnishes this information.

