

***Request for Letter of Recommendation  
from  
Sheryl B. Cooper, Ph.D.***

If you wish to have me write a letter of recommendation on your behalf, please leave the following items in an envelope in my ASLD Department Mailbox:

- 1) this request form, completed
- 2) any other forms provided by graduate schools or employers
- 3) addressed and stamped envelope for each letter needed.

If I feel that I cannot write a letter for you, I will contact you. You may attach additional paper if you need more space. Please write legibly!

*I cannot guarantee meeting deadlines with less than two weeks notice.*

Date of Request: \_\_\_\_\_ Deadline for Recommendation: \_\_\_\_\_

Please check one:    \_\_\_ applying to graduate school, major: \_\_\_\_\_  
                          \_\_\_ applying for job, field: \_\_\_\_\_  
                          \_\_\_ applying for scholarship, name: \_\_\_\_\_

**I. Personal Information**

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Major: \_\_\_\_\_ Major GPA: \_\_\_\_\_

Email Address: \_\_\_\_\_

When did we first meet? (semester/yr): \_\_\_\_\_

**II. Coursework**

Please list courses you have taken with me:

Course Title	Semester/Yr	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list other courses you have taken (TU or elsewhere) that re relevant to the program, job, or scholarship for which you are applying:

Course Title	Semester/Yr	Grade
_____	_____	_____

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**III. Fieldwork and Work Experience**

Please describe volunteer or fieldwork experiences you have done that are relevant to your future plans. Include dates, locations, supervisors, students/clients, amount of time invested, responsibilities, etc.

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**IV. Extracurricular Activities**

Please list extracurricular activities with which you have been involved. Include on and off-campus types of activities. Identify any offices or leadership positions you have held.

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**V. Awards and Honors**

Include name of award/honor, where it is from, date, and how it was earned.

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**VI. Character**

Please list any particular character traits you would like me to mention in the letter. I will use my judgment and only mention those traits which I have feel I have seen and can support.

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