

# Prerequisites for Letter of Recommendation

## Dr. Maliki Ghossainy

Before requesting from me a letter of recommendation for Graduate School, please familiarize yourself with my prerequisites.

### **For Graduate School:**

You've completed at least 2 courses with me with a final grade above 85; OR at least one course with a final grade above 85 AND one full semester of research work.

### **For Employment:**

You've completed at least 1 course with me with final grade above 85; OR at least one full semester of research work.

Upon meeting the above criteria, you will be required to provide me with the following at least 3 weeks before your first deadline. Note, submitting these does NOT guarantee I will write you a LoR; I must give you explicit approval.

For each school/program you are applying, I need:

- 1) University Name + Degree Sought + Program Name + Application Deadline (e.g., Masters in Clinical Psychology at the American University of Beirut, application deadline Jan 1, 2020).
- 2) Statement of purpose. Why are you applying to this program? Help me understand why you think you're a good fit for this school/program/position.

Separately, I need one copy of:

- 3) Your CV
- 4) A timeline of how you and I have worked together and what deliverables you've submitted to me (e.g., assignments, projects, research related tasks, etc). Which class(es) did you take with me, and when? If it was a technical course (e.g., statistics), how did you do in the exams and assignments? If it was a writing course (e.g., a seminar course), what was your research topic, how did you propose to study your research question, how did you do on your paper & poster? Did you work with me on research? If so, what semesters? Which projects? What were some of your responsibilities and how did you perform?
- 5) A draft letter. Write a letter you think I could submit based on my experience working with/teaching you. Obviously, I will not use your letter as is, but I will potentially use it to inform my own letter. This helps make sure I am hitting on the points that you think are relevant to this position and it helps you evaluate what kind of letter I might be able to write for you. If you are having difficulties coming up with enough information to include in your letter based on your experiences with me, chances are I will have a hard time as well.