



## Applying to the School Psychology Program at UW-RF

You have made the decision to apply to the school psychology program at UW-RF – great! Now, the task becomes one of putting together your application materials. To assist you in accomplishing this task, the faculty has put together the following guidelines for you to craft your letter of interest. Additionally, you will also find guidelines for the persons writing your letters of recommendation to follow as they put down on paper their impressions of you. We ask you and your letter writers to follow these guidelines closely, as the information garnered through this process will be of great help to us as we work to determine the best fit in putting together each new training cohort.

### Guidelines for Preparing Your Letter of Interest

In crafting your letter of interest, it is important for you to outline who you are, why you are interested in school psychology, what background experiences you have had that contribute to your strength as an applicant, and how you see the UW-RF school psychology program as being a good fit for you as well as how you believe you are a good fit with the program's mission and goals. As such, the faculty asks you to address specifically the following areas in your letter:

- 1) A brief introduction of who you are (you have a lot of flexibility in this regard, so be creative in presenting what you want the faculty to know about your background)
- 2) What interests you about school psychology and why you have chosen this field over other career options (Note: the faculty assumes all applicants like and desire to work with children and adolescents, so be sure to focus your response in this area around how the field of school psychology is a good fit for you in terms of your personality and your long-term career goals)
- 3) Discuss your work and volunteer experiences to date (i.e., what, where, how long, etc.), focusing on how these experiences have shaped your outlook on youths and how they will benefit you as a future school psychologist
- 4) Outline any research experiences you have had and how you believe they will benefit you as a potential graduate student in school psychology
- 5) Discuss your experiences in working with persons from diverse backgrounds (diversity, here, being defined broadly – race/ethnicity, gender and gender expression, sexual orientation, socioeconomic status, language, religious, ability/disability, etc.)
- 6) Comment on your leadership and problem-solving skills and abilities
- 7) Why the school psychology program at UW-RF?
- 8) Summary/conclusion

How the aforementioned issues are addressed are at your discretion, with the proviso that each issue is explicitly delineated in the letter of interest.

## Guidelines for the Letters of Recommendation

Each applicant must secure a letter of recommendation from three (3) people who know she or he well and who can speak to her or his potential not only to succeed as a graduate student, but to her or his ability to function as a professional who can work with children, adolescents, families, and other educational professionals from diverse backgrounds, as well. Applicants should seek letters from a variety of people who know them well, including but not limited to current and/or past professors, employers, and supervisors of volunteer experiences. The applicant is asked to supply each letter writer with the *Letter of Recommendation* cover sheet. The letter writer is asked to complete this cover sheet and to attach a letter of recommendation that delineates explicitly the following issues in their recommendations related to the applicant:

- 1) Leadership/problem-solving skills and abilities
- 2) Interpersonal skills
- 3) Openness to and respect for human diversity
- 4) Emotional stability
- 5) Maturity
- 6) Adaptability/flexibility
- 7) Potential for academic success as a graduate student

These letters should be less than a year old at the time of application to the program. Further clarification can be provided upon request.

## Letter of Recommendation Cover Sheet

Name of applicant: \_\_\_\_\_

Name of letter writer: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

# of years you have known the applicant: \_\_\_\_\_

Today's date: \_\_\_\_\_

I waive my right to review this letter of recommendation:     \_\_\_ Yes   \_\_\_ No

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Thank you for taking the time to provide a recommendation for the applicant named above as she or he pursues admission to the graduate program in school psychology at the University of Wisconsin-River Falls. Your recommendation will consist of two parts: 1) the completion of this cover sheet, and 2) a letter of recommendation that will need to be attached to this cover sheet. In your letter of recommendation, please, address explicitly the following issues as they relate to the applicant:

- 1) Leadership/problem-solving skills and abilities
- 2) Interpersonal skills
- 3) Openness to and respect for human diversity
- 4) Emotional stability
- 5) Maturity
- 6) Adaptability/flexibility
- 7) Potential for academic success as a graduate student

All of the materials may be returned to:  
The Graduate Studies Office  
University of Wisconsin-River Falls  
410 S. 3<sup>rd</sup> Street  
River Falls, Wisconsin 54022

Rate the applicant along the following dimensions:

<b>Dimension</b>	<b>1 Poor</b>	<b>2 Okay</b>	<b>3 Neutral</b>	<b>4 Good</b>	<b>5 Outstanding</b>
Leadership/ Problem-solving abilities					
Interpersonal skills					
Openness to and respect for human diversity					
Emotional stability					
Maturity					
Adaptability/flexibility					
Potential for academic success as a graduate student					