Guidelines for the Letters of Recommendation

Each UWRF School Psychology Program applicant must secure a letter of recommendation from three people. Letter writers are asked to speak to the applicant’s potential to succeed as a graduate student and to function as a professional who can work with children, adolescents, families, and other educational professionals from diverse backgrounds. 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 (see next page of this document). The letter writer must be asked to complete the cover sheet and to attach a letter of recommendation that delineates explicitly in narrative form 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.

All letters of recommendation must be sent directly by the letter writer and postmarked no later than January 15th for admission consideration the following fall semester.

Letters must be sent to:

Graduate Admissions  
School Psychology Program Application Recommendation Letter  
112 South Hall  
410 South 3rd Street  
River Falls, WI 54022-5001
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

Hard copies of letters of recommendation must be sent to the following address, postmarked no later than
January 15th.

Graduate Admissions
School Psychology Program Application Recommendation Letter
112 South Hall
410 South 3rd Street
River Falls, WI 54022-5001

Rate the applicant along the following dimensions:

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<tr>
<th>Dimension</th>
<th>1 Under-developed</th>
<th>2 Average</th>
<th>3 Good</th>
<th>4 Outstanding</th>
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<td>Leadership/Problem-solving abilities</td>
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