

Request for Letters of Recommendation – Cover Sheet

Date Submitted: _____

Your Name: _____

Your E-Mail: _____

Courses/Semesters you were enrolled in my classes (check all that apply):

1315/Fall 2006___ 2220/F06___** 2220/Sp07 ___** 2323 /Sp07___

Submit Deadline	Sent Via	Date Sent
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College 1: _____

College 2: _____

College 3: _____

I cannot provide letters for students whose **only course with me has been a large 2220 (above 35 enrollees) in any semester. I need to have had the opportunity to observe you in a traditional class setting (35 or so students) and I need to have been the person grading your work (TA's grade in the large sections).

I understand that any letters Mrs. Gilbreath provides will be sent directly to the recipients or sealed and signed at the TAMS office for inclusion in an application packet, and that I will not be offered the opportunity to preview the letters.

Signed: _____

Please write below a paragraph or two about what degrees you are seeking; what career possibilities you are considering; what major/program/internship you are applying for; what interests you about those choices. Also, if you have a hobby or some creative outlet that you enjoy, I'd like to know about that.

Letter of Recommendation Form and Guidelines

In order to ensure that none of your application/admissions materials get lost in the shuffle or delayed beyond submission deadlines, please do the following when requesting letters of recommendation:

The Request: At least two weeks before the earliest due date on your request list, please drop me an e-mail or stop by my office (LB407L) to request the letter. Fridays I am seldom on campus. Phone: 369-8945 (campus – dial 9 first). To avoid a fruitless trip, call before you drop by in case my other students are scheduled for grade conferences or tutoring – their needs must come first.

If you drop by in person, it's helpful if you remind me of your name when we meet, since I'm so busy memorizing the names of my fifty **new** TAMS students that yours may have been squeezed out temporarily. (*This doesn't mean that I don't still love you just the same . . .*)

The Materials

I know you have been bombarded by TAMS with the do's and don'ts of applications, so I'll just remind you that you must thoroughly and neatly fill out all forms* sign all waivers, stamp all envelopes, provide return addresses on all envelopes (or use the UNT envelopes I'm leaving for you in the purple folder outside my office), and secure the entire portfolio in some way that prevents these from being lost in my office (*you've seen my office!*).

*Please provide ALL information that you can access on your own -- like the semester, the course, the term, the section, etc. **I will leave blank any part of the form that you could have provided on your own.** NOTE: If you are using the online "Common Application," please fill out everything in the "To the Teacher" section except for my signature and the date (see the end of this instruction sheet for all the pertinent information to fill in). If you type it in and DO NOT SAVE, but print it out from the screen, the teacher part will remain; if you save, then try to print, it will disappear. Also – please do not fill out just one and ask me to photocopy the rest – if 3 are required, provide all 3, with all 3 filled out. For applications from individual universities or scholarship programs that do not use the Common Application, please fill in any of the "Teacher" information that I have made available to you on this instruction sheet.

If you would like to use UNT letter-sized envelopes (instead of writing out all that return address stuff), I have left some for you to pick up in the purple envelope on the wall outside my office. Please do hand write "M. Gilbreath" above or below the pre-printed return address -- and don't forget stamps.

The Cover Sheet

The cover sheet is my own design to accommodate my own way of keeping a record of what you have submitted and how/when I have processed your requests. I am requiring it of everyone – and I apologize in advance for the extra form-filling-out it will necessitate.

- Fill out **one** cover sheet (below), listing **all** the institutions and their respective deadlines for which you are requesting a letter of recommendation at this time. Fill out a new one later on if you submit subsequent requests, but **no more than 3 letters for any one student** in any one semester. If you apply to more than 3 institutions/programs/scholarships during Fall or Spring, please recruit other instructors to supply the surplus letters.**
 - **Please do these in "batches" wherever possible so that I can plan my time – don't "dribble" them in throughout the fall and spring.
- Leave the blank "Sent To" and "Date Sent" for me to fill out. I will e-mail you as soon as I have processed your letter(s).

- If there are any special requirements for a given college (i.e. special handling of the packet, a letter only *sans* forms, a specific person or committee to be mentioned in the internal address), please note that on the cover sheet and with a post-it on the item itself.
- Sign the waiver on this cover sheet (*in addition to* any other waivers you may have been required to sign by the schools themselves. I will not provide a letter unless all waivers --theirs and mine-- are signed.)

For your reference for those envelopes where you must write out the return address by hand, my return address on campus is:

Marcia Gilbreath
University of North Texas
College of Arts and Sciences
Department of English
P.O. Box 311307
Denton, Texas 76203-1307
Phone: (940) 369-8945
E-MAIL: marciag@unt.edu

My position is "Lecturer"

For "secondary school" check with your TAMS counselors – I don't know whether they want you to write "TAMS" or "UNT"

School address, my phone number, my e-mail are above.