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Category 1 Sample Assignment Sheet

**Category 1 Assignment Sheet**

**Recommendation Request Handout**

In preparation for Category 2’s assignment, you will research and write a 1-2 page handout on requesting a recommendation in your field. Interview professors and professionals in your field and inquire about what they expect or what information they require when a student or fellow colleague asks for a recommendation. What is the general timeline that they like to have? What language do they want the student/colleague to use? What is their preferred method of communication? Is email appropriate or would they prefer in person or over the phone? Do they want to know all the details about the position/graduate school that you’ll be applying to? Are there certain relationships that they expect to have already in place before someone asks for a reference or a letter of recommendation?

The purpose of this assignment is to familiarize you with the discourse conventions in your particular discipline and field. Many times the “rules” of a field are unwritten or come with experience in the discipline. Your goal in this handout is to educate others in your field an overview on how they would request this information properly.

Due a week before peer review (2 week timeline).