# Instructions for Requesting Letters of Recommendation from Dr. K. Hogan

I write many letters for a number of types of positions for people I have known in various ways. I want to do this in a top quality way and minimize the chance of errors on your part or mine while maximizing a successful outcome for both of us.

Please follow these instructions VERY CAREFULLY if you would like me to write a letter for you. Even if you have talked to me in my office, I may not have given you complete instructions orally, so please follow the instructions below. If you follow these instructions carefully, including giving me all requested materials, it is likely that I can turn around your request in couple of weeks.

**Specific Instructions**: Please cut and paste material into this form and send it back to me as **one** file with your name in the filename.

1. Your full name:
2. First name you prefer to go by:
3. Pronouns you use to describe yourself (i.e. “she” or “he” or “ze”?)
4. Tell me what profession/position/program you are applying for:

1. What is the **due date** for this letter?
2. Include a picture of yourself. I teach 600 students per semester, sometimes I need a picture to ensure I have the right person.
3. What is your **major**(s) and **minor**(s)?
4. Are you a **first-generation college** student (first in your family to go to college in U.S.)?
5. From a rural area of NC? If so, where?
6. **What courses did you take with me and what semester?**

**What were your grades?**

1. Copy and paste from Connect Carolina, preferably showing what you took each term. I like to see this because it allows me to see what else you took while you took my class. I may be able to speak about a really challenging semester for you. Be sure to also tell me which courses you took with me from this list.
2. Give me a paragraph telling me what specific aspects of your **association with me** you would like me to elaborate on in the letter. Describe situations where I observed the traits/attributes that you expect me to describe in the letter. *(Examples: We had a great chat during office hours about the development of your critical thinking skills in independent research, you worked on a mission trip abroad where you demonstrated your fundamental caring for others about which we talked at length, we worked together on a committee where you demonstrated your collaborative spirit and your adherence to detail and deadlines).* If you can’t think of interactions where you demonstrated attributes of value in a recommendation, it’s unlikely I will be able to.
3. What was the most meaningful, non-academic experience you had at UNC that taught you about the diversity of ideas/people different from you?
4. **Core Competencies :** Choose at least one from each of the three competency areas below (A-C) and describe experiences and *evidence* that you possess this competency.

**A. Interpersonal Competencies**

Service Orientation: Demonstrates a desire to help others and sensitivity to others’ needs and feelings; demonstrates a desire to alleviate others’ distress; recognizes and acts on his/her responsibilities to society; locally, nationally, and globally.

Social Skills: Demonstrates an awareness of others’ needs, goals, feelings, and the ways that social and behavioral cues affect peoples’ interactions and behaviors; adjusts behaviors appropriately in response to these cues; treats others with respect.

Cultural Competence: Demonstrates knowledge of socio-cultural factors that affect interactions and behaviors; shows an appreciation and respect for multiple dimensions of diversity; recognizes and acts on the obligation to inform one’s own judgment; engages diverse and competing perspectives as a resource for learning, citizenship, and work; recognizes and appropriately addresses bias in themselves and others; interacts effectively with people from diverse backgrounds.

Teamwork: Works collaboratively with others to achieve shared goals; shares information and knowledge with others and provides feedback; puts team goals ahead of individual goals.

Oral Communication: Effectively conveys information to others using spoken words and sentences; listens effectively; recognizes potential communication barriers and adjusts approach or clarifies information as needed.

**B. Intrapersonal Competencies**

Ethical Responsibility to Self and Others: Behaves in an honest and ethical manner; cultivates personal and academic integrity; adheres to ethical principles and follows rules and procedures; resists peer pressure to engage in unethical behavior and encourages others to behave in honest and ethical ways; develops and demonstrates ethical and moral reasoning.

Reliability and Dependability: Consistently fulfills obligations in a timely and satisfactory manner; takes responsibility for personal actions and performance.

Resilience and Adaptability: Demonstrates tolerance of stressful or changing environments or situations and adapts effectively to them; is persistent, even under difficult situations; recovers from setbacks.

Capacity for Improvement: Sets goals for continuous improvement and for learning new concepts and skills; engages in reflective practice for improvement; solicits and responds appropriately to feedback.

**C. Thinking and Reasoning Competencies**

Critical Thinking: Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Quantitative Reasoning: Applies quantitative reasoning and appropriate mathematics to describe or explain phenomena in the natural world.

Scientific Inquiry: Applies knowledge of the scientific process to integrate and synthesize information, solve problems and formulate research questions and hypotheses; is facile in the language of the sciences and uses it to participate in the discourse of science and explain how scientific knowledge is discovered and validated.

Written Communication: Effectively conveys information to others using written words and sentences.

**15. Give me description of your specific contribution to this work that you think I should emphasize for you**, considering that you may have other letter writer that will emphasize other areas. This is also a good time to let me know if you want me to include a description about a hardship or personal attribute you faced that gives context to your application. (For example, if you had a family issue that affected your studies or if you had to work harder than others because of your background, etc.)

**16. Please paste your personal statement** in here (single spaced) from your application if there is one. A rough draft is fine, I am looking to get to know you better and see what else accompanies your application:

Because I have to write so many letter, I prefer to **upload your letter to only one or two websites** (or email it to one or two addresses). If you think you might need this **letter sent to multiple places** or you might need it in a year or two, then you should use **a service such as Interfolio https://www.interfolio.com/**) I do not usually print letters and prefer to do everything electronically. Some of these programs (Public Health, for instance) will send each recommender an email with the link to upload letters. Others have a link but the requesting student must provide identifying information for appropriate uploading.

*\*\*\*Note: Be sure to sign the line that indicates you WAIVE your right of access to the letter. If you do not waive your rights to read the letter and forms, then the honesty of the letter will be in doubt. The letters and forms have little credibility if they are not confidential.*

**17. Please list here where I will be sending or uploading my letter to (i.e. give me an email address, website address, or let me know an email is coming my way from the organization):**

*(You must email me if you have not heard from me by the agreed upon due date. Do not*

*hesitate to send me a reminder one week before it is due.)*

Please write a non-UNC email address here if you are graduating!

Keep in touch and let me know about your success! I love to hear from students years later too, it’s the big reward of being a teacher. Don’t forget about me when you are so successful! ☺