

Title: Sample Reference Letters

Dan Gross

finished a doctorate in our program the summer of 1989. He took three courses with me and I served as a member of his dissertation committee. also taught several undergraduate courses for us. is a sensitive, hardworking person. He is a good teacher and he deeply cares about his students. Students report that he is an effective classroom teacher and that he inspires them. Dan was an excellent student. He read carefully and with intelligence. He often posed insightful questions, and I was often impressed with his insight. is a fine human being, and I believe he would be a positive addition to any speech program.

[Redacted signature and name]  
[Redacted address]  
[Redacted phone number]  
[Redacted date] 30 October  
[Redacted title]  
[Redacted affiliation]  
(Circle best descriptive word)

Your statement must be confined to this form. ONLY this form will be accepted by the SCA.

For my courses in philosophy and theology, wrote research papers reflecting a spirit of genuine inquiry, openness to learn from alternative views, a thorough examination of relevant evidence, responsibly drawn conclusions expressed with creativity, and an ability to see the relationship of theory to life.

is self-motivated and self-disciplined, often going beyond what was anticipated in his reading and research. He is skilled not only in written but also in oral communication. In ordinary conversation and in classroom situations, he communicates effectively with good grammar.

Interested not only in theories but also in people, shows genuine concern for others, is personable, and is giving. He has a good sense of humor and will be well liked by students, faculty, and associates in his profession.

[Redacted signature and name]  
[Redacted address]  
[Redacted phone number]  
[Redacted date]  
[Redacted title]  
[Redacted affiliation]  
(Circle best descriptive word)

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I am pleased to recommend , who was one of my doctoral advisees at the University of Oregon, for a teaching position in a Speech Communication department.

excels as a teacher. I was the coordinator of the teaching fellows in the basic course when Dan was at Oregon, and I constantly heard about teaching ability. His teaching style, marked by energy, enthusiasm, and innovation, motivates students to become actively involved with course material and the class and wins the respect and affection of his students.

has the potential to make contributions to research in the field of speech communication. I have had the delightful opportunity of watching him evolve from a tentative student unaware of his scholarly abilities into an exciting and excited scholar. His dissertation--a narrative study of a teachers' strike--demonstrates the fine scholarly work he is able to produce. He is beginning to present convention papers and to work at publication, and I expect his efforts in this area to increase. The fact that Dan is versed in both quantitative and qualitative methods also will enable him to conduct and publish research easily.

Finally, let me assure you that ministerial background should be viewed as a positive rather than a negative quality. Dismiss your stereotypes of ministers--stuffy, rigid, and judgmental. This is not . His ministerial background comes through only as a caring for and desire to empower other people and an understanding of the power of rhetoric (both excellent traits for a professor of communication). He is great fun to have as a colleague, witty, creative, and energetic--in short, a delightful human being. If you are seeking an excellent teacher, an able scholar, and a superb colleague, please give serious consideration to Dan Gross.

[Redacted signature and name]  
[Redacted address]  
[Redacted phone number]  
[Redacted date]  
[Redacted title]  
[Redacted affiliation]  
(Circle best descriptive word)

[redacted] was a student in our M.A. program. My recollection is that he was an excellent student: he was intelligent, involved, and hard working. In addition, he was organized, self-disciplined, and reliable. His research always was of interest. I was delighted to see that he went on for the doctorate. He did not teach for us, thus I cannot speak to his ability, but I think his potential to be great. He got along well with both his peers and the faculty/staff. I recommend him and do so without reservation.

*[Handwritten Signature]*  
[redacted] Print name  
[redacted] Institution  
[redacted] 12/11/70  
[redacted] (Circle best descriptive word)

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[redacted] will be an intellectually stimulating colleague. He has a quick mind. He understands the implications of positions taken, assumptions made, or practices applied more clearly than most of our graduate students. He writes well, in particular he is a gifted dialectician. Conversations with him are invariably thought-provoking. With a little mentoring he will make a solid research contribution to our field. With his background, he is a gifted speaker. [redacted] has a strong sense of responsibility, and performs tasks assigned to him efficiently. He shows initiative in confronting and solving problems and faces challenges with equanimity and good humor. These traits make him an excellent member of a departmental community. He does not belong in a research factory, or a department characterized by divisiveness or autocratic leadership. He will not flourish under these conditions. He will do very well where there is a balanced expectation for research, teaching and service and a supportive professional community

[redacted] (Circle best descriptive word)

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[redacted] was my student in a course on classical and medieval literary criticism. He was one of the best students in the class and showed a good capacity for comprehending and using material many found abstruse. I later served on his dissertation committee. His work there showed a considerable breadth of knowledge in the field of narrative theory, though I was, frankly, not very impressed with the conclusions he drew from his research. He is generally a thoroughly competent person, professional and mature in his behavior. He writes well and clearly, works hard at keeping up in his field, and makes profitable use of criticism. I believe that he would be a careful, well-prepared, and patient teacher as well as a hard-working researcher. He is personable and easy to work with, so I believe he would also be a good colleague and a useful department member.

*[Handwritten Signature]*  
[redacted] (Circle best descriptive word)