GUIDELINES FOR REQUESTING LETTERS OF RECOMMENDATION FROM PROFESSOR STEPHANIE L. TAYLOR, Ph.D

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I would be happy to provide letters of recommendation for students interested in pursuing further studies in studio art or art history, or to write letters for job applications, as long as you fit the following criteria:

• You MUST have had at least two (2) courses with me within the last five (5) years; at least one of them must be 300-level or above.
• You MUST have received a grade of “A” in each course.
• You MUST have exhibited strong writing skills in each course.
• You MUST have had excellent attendance in each course.
• You MUST have participated in each course.

If you meet ALL of these requirements, I would be happy to consider writing a letter of recommendation for you. Please be sure to follow these rules:

• DO ask me to write the letter personally, either through email correspondence, an office visit or a phone conversation.
• DO give me plenty of time to complete the letters and distribute them according to the deadlines and guidelines of the institution/s to which you are applying. Ideally, I would like at least two (2) weeks to complete my work.
• DO provide me with any necessary official institutional form/s.
• DO provide me with copies of your application materials, including letters of intent, application essays, writing samples, copies of your official transcripts, etc. I want to be able to reiterate and emphasize points you make in your application in my letter.
• DO NOT provide me with pre-addressed and/or stamped envelopes.
• DO NOT expect me to provide a letter unless I have specifically agreed to do so.
• DO NOT expect me to provide a letter for a tight deadline.