

## **Dr. Gooding's Portfolio Development Policies for a Recommendation Request**

Students requesting Dr. Gooding to write a letter of recommendation for graduate school, internship, employment, etc., should submit their request a minimum of **2 months before the earliest recommendation is due**. Failure to follow these instructions will negate the recommendation.

Prepare a portfolio containing the following:

### **Introduction Section**

1. **Summary table** (in order of submission deadline), listing the university/company/organization, date due, department, program, and degree.
  - a. Department to which you are applying (e.g., Department of Anthropology, School of Education, Law School, etc.)
  - b. Degree sought (e.g., Masters of Science, Masters of Arts, Doctor of Philosophy, Medical Doctor, etc.)
2. **Background information sheet** compiling the courses and experiences you have had with Dr. Gooding. Use the "Other" section to include anything not listed on the sheet.

### **Individual Recommendation Requests**

Complete the recommendation request sheet for each recommendation needed.

1. **Attach a personal statement** (only applicable as requested by the application undergraduate or graduate programs). If the recommendation letter is not for a graduate program, then you should write a paragraph stating why you are qualified for the position, scholarship, undergraduate program, internship, or job. Be specific and not written like *a life soap opera*. Show strength and purpose and intent to graduate or excel with honors in job or graduate school. Do your homework and mention the positive correlation of your goals and their Mission Statement. You should have a personal statement for each program.
2. **Resume or Curriculum vita (CV)** which includes information about your education, past employment, volunteer work, awards, honors, research experience, special skills (e.g., computer skills), and anything else that you deem relevant to your application. This should include your cumulative GPA and Anthropology GPA. Generally, you only need to attach one resume or CV for all requests.

**A hard copy of your completed portfolio is preferred.** If you have no way to get it to campus, please email it to me.

### Contact Information for Requests

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Portfolio for Recommendation Requests- Introduction Section

**Recommendations Summary Table**

Name:

<b>Due Date</b>	<b>University/Organization/Company</b>	<b>Department</b>	<b>Degree Sought/Position</b>

Portfolio for Recommendation Requests- Introduction Section

**Background Information**

Courses taken with Dr. Gooding:

<b>Course</b>	<b>Semester</b>	<b>Year</b>
ANTH 1102 Introduction to Anthropology		
ANTH 2105 Contemporary Issues in Anthropology		
ANTH 2220 The Anthropology of Death		
ANTH 2223 The Human Skeleton		
ANTH 3301 Human Origins		
ANTH 3320 Lab in Physical Anthropology		
ANTH 4420 Lab in Forensic Anthropology		
ANTH 4423 Bone Biomechanics		
ANTH 4490 Field Methods in Forensic Anthropology		

Research experience with Dr. Gooding:

<b>Course</b>	<b>Semester</b>	<b>Year</b>
ANTH 3397 Practicum in Anthropology		
ANTH 3398 Internship in Anthropology		
ANTH 4100 Directed Applied Research		

Volunteer experience with Dr. Gooding:

<b>Opportunity</b>	<b>Semester</b>	<b>Year</b>
Darwin Day Celebration Week Planning Committee		
Teaching Assistant for The Human Skeleton		
Bone Biomechanics Lab Research Assistant		
Forensic Anthropology Field Lab (FAFL) Assistant		
Other:		

Portfolio for Recommendation Requests- Individual Recommendation

**Recommendation Request**

Complete this sheet for each individual recommendation.

<b>Due Date</b>	<b>University/Organization/Company</b>	<b>Department</b>	<b>Degree Sought/Position</b>

Area of Specialty (if applicable):

Address of Department/Organization/Company:

Overview of Your Interest in the Program:

<b>Professor</b>	<b>Research Areas</b>	<b>Read Their Work?</b>	<b>Labs</b>

**Attach a copy of your personal statement for *this* program.** If the job or internship does not require a personal statement, use the space below to describe why you are interested in this position and your qualifications. Be specific as possible.