

GUIDANCE FOR STUDENTS ON REQUESTING RECOMMENDATIONS

A complete application requires two (2) faculty recommendations (letter + evaluation form).

✚ Each faculty recommender will need the following materials emailed to him/her to fill out for the student:

- **The Faculty Recommendation Form, with the top of the form filled out by the requesting student;**
- **MC letterhead (Professor Arana can email this to your professor);**
- **A copy of your academic resume (the resume is not required, but does help the professors to write more effective letters) or the information sheet below;**
- **The PPHI Coordinators' emails so the recommender can submit completed letters and forms to Eddy.EnriquezArana@mntgomerycollege.edu**

Note to the student:

✚ Ask your recommenders to send you an email confirmation when the recommender had submitted your recommendation letter. If you do not get that, reach out and gently inquire when to expect it.

Student Information
(Share with Faculty Recommender)

1. Your name and contact information (include phone numbers and email in case your recommender has any questions):

2. Your letter is need by this date: _____

3. You are applying for a Paul Peck Humanities Institute Internship for this semester (check one):

_____ Fall 20____
_____ Spring 20 ____
_____ Summer 20 ____

4. You are applying for a Paul Peck Humanities Internship at this site (check the one that applies):

_____ Smithsonian Institution
_____ Library of Congress
_____ United States Holocaust Memorial Museum
_____ Other (name) _____

5. In the space below, provide a brief description of **why** you are applying for this internship:

6. Indicate the course or courses you took with your recommender and the title/subject matter of one or more papers, projects or other activities that your recommender might want to refer to in a letter. (These should refer to occasions where you performed well, made a contribution, or otherwise made a good impression!)

7. List academic awards, achievements, offices held and other honors you may have received..

8. Write an informal list of activities you have participated in during your college career that might be useful for a recommender to refer to in a letter (volunteer activities, community awards, outstanding projects, athletic achievements, related work, your GPA, etc.):

GUIDANCE TO FACULTY FOR PREPARING RECOMMENDATIONS
Electronic copies preferred

Dear Recommender:

Thank you for your support of this student's application for a PPHI internship. Your 1) recommendation letter on MC letterhead¹ and 2) recommendation form should be sent to:

Professor Eddy Arana, PPHI Internship Coordinator
Eddy.EnriquezArana@montgomerycollege.edu or alternatively paper copies
can be sent to the Paul Peck Humanities Institute, #212 Macklin Tower
Montgomery College, 51 Mannakee St. Rockville, MD 20850

¹ Email Professor Eddy Arana for the current MC letterhead.