



## PROFESSOR RECOMMENDATION LETTER INSTRUCTIONS & GUIDELINES

Early Application Deadline: December 1 | Regular Application Deadline: January 10

You have been chosen by a student whom you have had in class to recommend him/her for Echo, a program of the McGrath Institute for Church Life at the University of Notre Dame (briefly described below). As a recommender, you will be asked to **complete a brief online evaluation** of the student and to **write a letter of recommendation**.

### ONLINE EVALUATION

Once the applicant has entered your name and email into the recommender field on the Graduate School Application, you will receive an automated email from Notre Dame's Graduate School with a link requesting you to complete a brief evaluation of the student and to upload your letter electronically.

### LETTER OF RECOMMENDATION

To the best of your knowledge, please prepare a letter that assesses the applicant's strengths, weaknesses, and areas for growth in the following areas:

- **graduate study**
- **leadership**
- **catechetical ministry and/or theology teaching**
- **communal living, and**
- **spiritual development**

Furthermore, as someone who knows this particular applicant in a classroom setting, you will be able to specifically name the candidate's **academic aptitude for graduate level work in theology**. You may consider commenting on the applicant's **writing ability, presentation style, work ethic, and analytical skills**. Additionally, the Echo selection committee hopes that your evaluation of this applicant will help to illustrate this **applicant's character**, especially relative to his/her **integrity, professional promise, spiritual richness, and ability to genuinely share oneself with others**. How **mature and responsible** is this person, and how **open** is he/she to a wide array of formation experiences?

Please feel free to include any other necessary or pertinent information that you deem helpful for the Selection Committee to know about the applicant in consideration.

## ECHO PROGRAM DESCRIPTION

Echo is a two-year graduate service program that offers participants the opportunity to earn an M.A. in Theology from the University of Notre Dame's Department of Theology, to serve the Church in parish catechetical leadership or as a theology teacher in a Catholic school, and to live in an intentional faith community while engaging in integrative spiritual and human formation.