

Information for Faculty Writing Letters of Support

Faculty letters of support are an important and integral part of the research awards submission process. Students submitting applications are responsible for requesting a letter of support from the faculty member that taught the course for which the paper was submitted. Applications that do not include a faculty letter of support by the application deadline are incomplete and thus ineligible for consideration. Faculty letters of support should be submitted directly to Michael Epstein at epstein@sandiego.edu

Faculty Support Letter Guidance:

- Faculty letters of support should address students' search strategies including identifying, locating, obtaining, and evaluating information sources.
- The bibliography/reference list should also be addressed in terms of types and quality of the sources utilized.
- Use of appropriate and accurate citation style should also be considered.
- Use of information sources within the paper should be evaluated for organization, synthesis, and relevance in supporting the thesis/topic of the paper.
- Quality of writing should also be considered in terms of clearly and logically articulating arguments and ideas.
- Originality and relevance of paper topic/research to the discipline/course should also be addressed.

Additional Information For Faculty

- It is **strongly suggested** that faculty obtain a current copy of the paper from the student before composing their letter of support. Reviewing a draft of the student essay when possible is also advised to assist you in writing your letter.
- Group or co-authored papers are **not eligible** for awards. The student submitting the application must be the only author of the paper.
- **Note on deposit of papers:** Students are required to agree to inclusion of the paper and essay they submit in our [Digital USD repository](#) if their submission wins an award. Papers included in our Digital USD repository are publicly available via online open access.