

# Huron

## AT WESTERN



### HURON EXCHANGE PROGRAM

### INSTRUCTOR LETTER OF REFERENCE GUIDELINES

Huron University College requires outbound exchange candidates to submit two reference letters to help determine their suitability for the exchange program. If the student is accepted, the reference letters are then submitted to the exchange university they will be studying at. Here are some guidelines to help you craft the reference letter:

- 1) Length: maximum one page, on institutional headed paper, approximately 250-350 words.
- 2) Content:
  - i. Student's strengths, i.e. academic, classroom participation, and interpersonal skills.
  - ii. Student performance in your course, i.e. will they achieve at least 70%.
  - iii. For language exchanges, comment on their proficiency.
  - iv. Based on your knowledge and interactions, is this student a good candidate for an academic exchange.
  - v. Any other comments that may assist the selection committee in assessing this student's application.
- 3) Use a general "To Whom it may Concern" as the salutation that will allow the student to use the reference as part of their application package to their chosen exchange institution.

Please complete your letter and return it by December 4<sup>th</sup> to:

Valeeta Blancher-Bennett  
Coordinator, International Student Engagement

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