

Allan Carswell Physics Educator Award Guidelines for References

Letters of reference must be signed and submitted in pdf format.

They should be prepared on letterhead and must include the following information about you: your full name and occupation/title along with your e-mail address and daytime phone number. If you don't have official letterhead, then please also include the name of your company/institution name and department (if applicable).

The subject line of the letter should be “name of applicant – (year) Carswell Scholarship”

The body of the letter can be written free form, but must address the following points:

- How long you have known the applicant;
- In what capacity (e.g. instructor, research supervisor, employer);
- What the academic strengths of the applicant are;
- How you would rank the applicant's communication skills;
- What the pedagogical strengths of the applicant are;
- Whether there is anything that makes the applicant particularly suitable for this award.

Once your letter has been finalized, it can be submitted through a confidential, secure portal directly into the applicant's file using the link provided in the reference e-mail.

The system will notify our office and the applicant when the letter has been submitted. The applicant will not have access to view your submission.

Should you encounter any difficulties in submitting your letter, please send an e-mail to Randy.brule.bdmi@gmail.com.