

# 2020 Lake Michigan Shipboard Science Workshop

## LETTER OF RECOMMENDATION INSTRUCTIONS

Thank you for writing a letter of recommendation as part of your colleague's application for the 2020 Lake Michigan Shipboard Science Workshop. You can learn more about the opportunity at [cgl.org](http://cgl.org).

Instructions:

1. The letter of recommendation should be from someone who is familiar with the applicant's teaching and previous participation in professional learning opportunities.
2. The letter should address the applicant's work with students/learners, experience collaborating with colleagues, and role as an educational leader.
3. Please use your official letterhead and affix your written signature on the letter.
4. Save the letter of recommendation as a PDF file and then email it to Terri Hallesy at [thallesy@illinois.edu](mailto:thallesy@illinois.edu).
5. Letters of recommendation must be received by February 28, 2020. We encourage you to email the letter prior to February 21, 2020 to ensure it was properly received.