



February 14, 2011

To Whom It May Concern:

Myrene A. Magabo has requested that I prepare a letter of reference for her for your position in Speech Communications. I am very pleased to be able to do so. I have known Myrene for two years in her role as a faculty member in the Speech Communications Department at Penn State Hazleton. While a part-time instructor, Myrene, has volunteered to serve on the Diversity and the Women's Symposium committees on campus. She has provided much support to both of these committees. She also finds time to attend other events that are provided by our students, faculty and staff.

Her teaching evaluations from students are exceptional. Since a full-time faculty member had to take an unexpected leave this academic year, she was hired to replace this person in a full-time capacity. While teaching full-time, she also taught on-line courses for the University of Phoenix. She is highly organized, focused and a directed teacher who has maintained high academic standards for her students and who has done what she could to help students attain her standards.

She is demanding of her students with clear expectations for attendance, participation and performance. Throughout her teaching, she does a very effective job of establishing bridges between the material of the book and hands on learning. She is an experienced teacher of Speech Communications who reaches out to her students and offers them unlimited amounts of her time. She has made particularly effective use of technology in her classroom.

She started an awards ceremony for her students by presenting them with the following awards:

- Informative Speech or Presentation Skills Awards
- Persuasive Speech Award
- Speech of Great Significance
- Speech to Remember
- Communication and Leadership Awards
- Certificate of Recognition for Positive Learning Attitude
- Special Awards (Specific award titles as taken from students' suggestions)
- Teamwork and Collaboration Skills
- Top 10 e-portfolios

She has asked me to attend the ceremonies for her classes and to give them feedback on their Power Point presentations. She has also videotaped them during their presentations so that they can see how they present themselves. I found it very difficult to judge their presentations, since they all were exceptional.

You can be assured that Myrene would be asset to your institution. I recommend her without reservation.

Sincerely,

Antonette Williams  
Administrative Support Assistant  
to the Chancellor