Obtaining a Letter of Recommendation from Dr. G
(also really good guidelines when asking for a letter from anyone!)

Minimum Requirements for a Letter of Recommendation

- At least 2 weeks advance notice before letter is due.
- You have taken a course with me or I am on your thesis committee.

Preferred Requirements

- We know each other well—meaning you have talked to me in office hours or socially outside of class. It is helpful if I know you and understand your goals and personality to write you a more dynamic letter.
- If you have taken class(es) with me, you earned a B or better in each course.
- You have a minimum Sociology GPA of 3.0.

  I understand sometimes circumstances can make an otherwise responsible and dedicated student receive a lower than exceptional grade, so if you do not meet these requirements, explain why you think your work is representative of something that deserves a positive letter of recommendation

If you meet ALL of these requirements, then please schedule an in-person appointment to discuss. If you have only had me in an online context and cannot come in personally, please set up a phone or online meeting with me and plan on giving me the following in a folder (in person) or an email (online):

- A list of each of the programs or jobs for which you are applying, including:
  1) the name of the company/specific position or school/specific program to which you are applying
  2) the details of the program (what is the program, is it a MS, Ph.D., MD?) OR a brief description of the job
  3) the due date of the letter of recommendation
  4) details of how the letter of recommendation is to be submitted
  5) what will I be submitting (ONLY a letter, or a letter AND a form)

- For programs in which a letter is being mailed, please include all forms that are required, and make sure you have filled in ALL parts of the form (be sure to sign and date the waiver section). *Please note: most programs give very little weight to letters in which the applicant did NOT waive her or his rights to view the letter.*

- For programs in which a letter is being mailed, please include the stamped envelopes that are addressed.
- A copy of your CV or resume
- A copy of your unofficial transcript
- A completed "Information That Will Enable Me Write You a Strong Letter of Recommendation for Graduate School".

**Note: these instructions are not meant to discourage you from receiving a letter or to waste your time. Rather, they allow us to communicate effectively regarding the letter and its contents ahead of time. Doing so will result in my ability to write you a high-quality recommendation letter!*

Information That Will Enable Me Write You a Strong Letter of Recommendation for Graduate School*

Guidelines developed and written by Dr. Emily Boyd

One of the most successful ways in which you can convince a graduate school admissions committee or potential employer that you possess the skills necessary to succeed is to have your recommenders describe you as a person who clearly possesses them. In order for me to do this, please provide me with specific examples of things you have done during your college career that will allow me to say that you possess these skills and characteristics and will allow me to support my statements with specific evidence. For example, if you want me to say that you possess "teaching skills/potential" you may want to describe how you created a lecture for one of my classes, and the specifics of what you did during that lecture. If you want me to comment on your research skills, give details of the research you conducted or papers you have written. The more you can give examples from the classes I have taught you in the better, but this is not necessary for all questions. It is also NOT NECESSARY for you to fill in all of these questions for Question 6; no one possesses all of these skills and characteristics. There may also be *some* overlap in your answers.

Give this task some careful thought and dedication. You should plan on providing detailed responses to the questions you plan to answer. Your time will be well spent, and I will be able to write you a strong letter of recommendation.

Please type up your responses to the following questions.

1. Name, email, phone number.
2. Classes you took from me, and the grades you earned:
3. What do you consider to be your biggest strength(s) and why? What do you think is your biggest weakness/area for improvement?
4. In what areas, or in what ways, did you succeed in my class(es)? Detail these and give examples that I may use to discuss your abilities.

5. What extracurricular activities have you participated in that you feel are important to highlight? Detail your participation, and what this says about you.

6. Specific examples from your college career of ANY of the following:
    a. Motivated and Hard Working
    b. High intellectual/scholarly ability
    c. Research skills
    d. Emotionally mature and stable
    e. Writing skills
    f. Speaking skills
    g. Teaching skills/potential
    h. Works well with others
    i. Creative and original
    j. Strong character or integrity
    k. Special skills (computer or lab)
    l. Capable of analytic thought
    m. Intellectually independent
    n. Possesses leadership ability

A special thanks to Dr. Emily Boyd for allowing me to use these materials. With some minor adjustments, these guidelines were developed and written by Dr. Emily Boyd, as an adaptation of information from: Albertson, D. (2009). Students and Faculty as Partners in the Letter-of-Recommendation Process