

Will you write me a letter of recommendation?

- Maybe! Do you meet the following criteria?
 - Are you requesting a letter more than two weeks before the deadline?

 - If so:
 - Have you worked in my lab for one or more terms (and actively participated in lab meetings, subject running, data collection, or analysis)? OR
 - Have you taken one or more courses with me?
 - If so, have you done ALL of the following:
 - Earned a B or higher?
 - Participated actively in class or on Canvas discussion boards?
 - Attended to office hours (at least twice) or had discussions with me before or after class?

 - If you **meet** these criteria, I may be willing to write you a letter, depending on the time of year and my other obligations. Please e-mail me with an official request, including the following information:
 - How many letters are you requesting?
 - What are the due dates for each letter?
 - If I agree to write you a letter, please follow the instructions below.

 - If you **do not meet** these criteria, I am not the best person to write you a letter of recommendation.
 - You should cultivate a relationship with a faculty member who can speak to your academic or other strengths. I am happy to brainstorm other options with you and help you figure out how to cultivate strong letter writers in the future. Please come to office hours to discuss further.

What do you need to write me letter of recommendation?

- If I agree to write you a letter of recommendation, I will ask you to fill out a Google Form (contact me for a link) with the information listed below. Once you have filled out the form, e-mail me to let me know. Then, you should start a new spreadsheet in Google Docs titled YOURNAME_RECOMMENDATIONS that is in this format:
 - Program/Internship/Company/Institution; Name letter should be addressed to (if applicable; N/A otherwise); Link to program information; Due Date; Does the letter have specific requirements (Yes/No – please list requirements if Yes); Any other information I need to know about the program (optional); MMBB column (I will note here when I've completed the letter)
 - Share this spreadsheet with me – make sure I have edit permissions
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Info on Google Form

- First name
- Last name
- What classes have you taken with MMBB (following format: LING411; Fall 2018; Final Grade 87 B+) Please use a separate entry for each class you have taken with me.
- Major
- Minor or Certificate Program
- Expected year of graduation
- Overall GPA
- LING GPA (Or Major GPA if in CDS, Psych, Bio)
- Have you worked in the SPPLab?
- If yes, what projects have you worked on in the lab?
- Any notable extracurriculars?
- Anything notable about your educational experience (i.e., honors college, transfer student, obstacles you have overcome, etc.)?
- Why are you interested in this opportunity (internship/graduate school/etc.)? You may copy a draft of your personal statement/letter of interest here.