

Asking for a letter of reference from me? Here is what you need to prepare

Ask me for this letter of recommendation at least 3-4 weeks ahead of time, and provide me with all necessary materials. Do not wait until the week the letter is due to ask me to write your letter, as I may not be able to write the letter if it is last minute. Please use this document as a checklist.

Information that you should provide to me in electronic form in a zip folder:

- Unofficial transcripts, including GPA information
- Information about your letter recipients including:
 1. Name of the university/company you are applying to
 2. Department/division you are applying to
 3. The degree that you are seeking
 4. Recommendation due date
 5. How the letter needs to be delivered (e.g., mail, e-submit, e-mail)
 6. Any additional details including, but not limited to:
 - a. The email or physical address where the letter needs to be sent
 - b. Do I need to fill out a specific recommendation form, or is a general letter all you need?
 - c. Any specific skills/traits that I need to speak to
 - d. Any specific instructions for correctly completing the reference or electronic submission
- A short (one-paragraph) description of what you want to do (e.g., MA in public health, job in area X) and why you are passionate about that path
- Semesters and year in which you did research and/or took classes with me

If you took classes with me:

- List class(es) you took with me (including if you were an RA for course credit)
- Highlight your grades in the class(es) you took with me on your unofficial transcript

If you worked as an RA in my lab (including for course credit):

- Remind me of any postdocs or graduate students whom you worked with
- Include a description of the research that you did while in my lab. An example is below:
 1. With Jack:
 - Literature review on restorative justice
 - Differential treatment of POC and LGBT students in school suspensions
 - Connection between suspension and dropout rates
 - School-to-prison pipeline
 - Participation in STATA workshop
 - Data management, recoding and labeling variables
 - Running basic descriptive commands (e.g., tab, summarize)
 2. Individual research project for the UT *Bridging Disciplines* Program poster session
 - Used STATA to run correlations between alcohol use and suicidality/self-harm

If you need letters to be mailed:

- ___ Provide with me an already addressed and stamped envelope for each school/company.
- ___ For the return label, address as Dr. Stephen Russell, Priscilla Pond Flawn Regents Professor in Child Development, University of Texas at Austin, 108 E. Dean Keeton St. Stop A2702, Austin, TX 78712

My contact information:

Whenever possible, please complete the information about me on all of your forms ahead of time:

Dr. Stephen Russell, Priscilla Pond Flawn Regents Professor in Child Development

Department: Human Development and Family Sciences

Phone: 512-471-0753

Email: Stephen.russell@utexas.edu

Address: University of Texas at Austin, 108 E. Dean Keeton St. STOP A2702, Austin, TX 78712