

## Recommendation Student Form

Please fill this out if you'd like Dr. Russell to write a recommendation.

Note: You must provide your resume and a copy of your personal statement at least 3 weeks in advance

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 and outline, sending it back with all sections completed and all additional materials attached.

If you are requesting multiple letters- please provide an Excel sheet with the location for submission, the program, and the deadline.

All requests for your letters should come in at the same time and you should email me to let me know that the requests are coming that day. If you ask for 5 letters one at a time- I could miss one. I get over 100 emails a day- and I never want to risk missing one of your letter requests! Your future is important to me.

First Name:

Last Name:

EID \_\_\_\_\_

GPA \_\_\_\_\_

Deadline for the letter(s) \_\_\_\_\_

How it will be submitted (by email, at a website upon direct request with a link, etc) .

### **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:
  - Name of the university/company you are applying to 2. Department/division you are applying to
  - The degree that you are seeking
  - Recommendation due date
  - How the letter needs to be delivered (e.g., mail, e-submit, e-mail)
  - Any additional details including, but not limited to:
    - The email or physical address where the letter needs to be sent
    - Do I need to fill out a specific recommendation form, or is a general letter all you need?
    - Any specific skills/traits that I need to speak to
    - 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:
  - 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)
  - 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

How long you have known Dr. Russell? \_\_\_\_\_ years

How Dr. Russell knows you (student in class, research assistant, undergraduate TA, etc) Please indicate all that apply and your achievements in these situations. If you were in a course she taught- please include your grade in the course and any additional information regarding attendance, performance on specific papers, etc (e.g, A in the course, did all the extra credit assignments). These details will strengthen the letter.

List 3 adjectives that describe your work in class or in the lab and briefly explain why you chose those adjectives.

Explain what you are applying to do (e.g, medical school, a particular job) and why it is important for your future.

Describe the work you did in the lab or in class that is relevant to your goal for the recommendation (e.g, medical school, a particular job, internship)

Please provide any other information that could be helpful in writing this recommendation.