**CHECKLIST**

* Complete the forms provided by the programs to which you are applying. **If available, I prefer completing on-line forms.**

***Note:*** *I will* ***not*** *take responsibility for checking that your sections of any forms are complete.*

* **Please write or type my name, address, e-mail, etc. on each form (including any on-line forms) as indicated**:

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* **Create a pdf (file name Last Name\_FirstName\_Date of first recommendation letter) with the following materials in this order:**
* **1) List of schools by their due date.**
 Write your name on the first line.

**Create a table of 3 columns.**
* **Put the schools in order by their due dates** (earliest to latest) for recommendation letters.
* Then, type the **name of each program in the first column,**
* **how rec letters are submitted (e.g., CSDCAS, school’s own portal, or some other way)** in the second column, and
* **the due date that the program has set** in the third column
* (***Do NOT tell me the date you prefer***. I have multiple recommendations that I must juggle. *If I find out that you gave me a date that is earlier than the program has set, I will NOT write your recommendation letters*.)

Identify any schools that require me to send my letter to you rather than directly to the school

2) A copy of your **unofficial transcript**. (Please mark class(es) for which I was your instructor)

3) **This completed form**.

4) a **picture** of yourself

**Make an appointment so that we can discuss your career plans**. Please send me your availability and I’ll check my calendar for a meeting time.

Your information:

Name:

Phone:

E-mail
**If you are currently enrolled in my class, indicate whether you want me to return your materials to you if your final grade for the course is below a 3.0.**

\_\_\_\_\_Return the application materials. \_\_\_\_Proceed with the recommendation process.

**BACKGROUND INFORMATION** (Type your answers to these questions. If this information is in your supplemental material, you may attach that instead. Attach a copy of your resume if you have one.)

1. When did I first meet you? (Most programs ask how long I have known the applicant.)

2. Briefly describe your career goals. Include a statement explaining how you became interested in the fields of speech-language pathology and audiology.

3. List any elective coursework that is related your school and career plans.

4. List any work experiences that are related to your school and career plans. (Think broadly. For example, being a sales clerk or waiter may have given you experience in working with people from diverse backgrounds or multi-tasking or time management.

5. List any volunteer work that is related to your school and career plans. Be sure to include any research lab experiences including presentations and manuscripts.

6. Identify any grades that you feel do not reflect your true abilities to do graduate work. Provide an explanation for each grade that you list.

7. Note any additional information that you feel will be helpful to me when I prepare your recommendation letters.