Instructions for students wanting letters of recommendation

- **Info I need in order to write a good letter:**
    - First I need a signed FERPA waiver so that I can actually write about your academic performance. You can find this in SIS under "Forms." All of your St. Olaf letter writers will need a copy of this.
    - An unofficial degree audit
    - An updated resume
    - A list of courses you took with me, and the terms you took them in. This is especially important if you've taken several courses from me.
    - Either a draft of a personal statement or a few sentences about what you want to do and why you want to do it.
    - Feel free to let me know what you think your strengths (and weaknesses) are. I'll have my own opinions, of course, but if you're particularly proud of some quality then I can make sure to mention it in my letter.
    - Send all of the above (except the FERPA waiver) in one email, if possible

- **Info you need to upload to websites:** The more you can input on my behalf, the happier I'll be!
    - Name: Jill Dietz
    - Title: Professor of Mathematics
    - Department: Mathematics, Statistics, and Computer Science
    - Address: 1520 St. Olaf Ave, Northfield 55057
    - Phone: 507-786-3936
    - Email: dietz@stolaf.edu
    - Relationship: usually professor, sometimes advisor or research supervisor/collaborator

- **Niceties:** This is the stuff that helps me avoid going crazy so please do your best.
    - If you are going to apply to multiple types of programs, try to come up with a single phrase that I can use in my letter. For example, a single student might apply to programs in statistics, data science, financial math, financial engineering, and more. So give me a phrase such as "applied statistics" or "statistics and/or financial math" that you think will suffice.
    - If you can't give me one phrase, then give me two and tell me which schools to use which phrase with (see the spreadsheet info below)
    - I prefer to deal with requests from institutions in batches rather than piecemeal. I will attend to these batches as follows:
        - Thanksgiving (late Nov) for applications due in December, January, and very early February;
        - Interim break (early Feb) for applications due after February 1.
    - So you will need to have my information put into the system in a timely manner. Sometimes requests for letters are not sent until a student's application is submitted, so you'll have to be on top of things. It's not that I won't submit a letter for a late request, but I'll be unhappy about getting lots of such requests.

- **Spreadsheet of info:** This is for students applying to more than one program.
    - Give me access to a Google sheet or send an Excel spreadsheet that has the following information:
        - Date due
        - School name
        - Type of program (and phrase to use—see above)
    - I'd like the information sorted by date due

- **Communication:**
    - Feel free to send me reminders and check up on me! I'm very good about getting letters submitted on time, but sometimes things go awry.