Applying to Graduate School

- Begin getting involved in the department as soon as possible! Being a good candidate for a graduate program starts when you are a freshman.
- Join NSSLHA, help a faculty member with research, complete your observation hours, make academics a priority.
- Set goals for yourself and meet them!

<table>
<thead>
<tr>
<th>summer prior to senior year</th>
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<tr>
<td>take GRE</td>
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<tr>
<td>update resume</td>
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<td>investigate grad programs</td>
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<tr>
<th>fall of senior year</th>
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<tr>
<td>make good grades</td>
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<tr>
<td>work on personal statement</td>
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<tr>
<td>ask for letters of recommendation</td>
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<th>spring of senior year</th>
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<td>turn in applications</td>
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<td>RELAX</td>
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<td>write thank you notes to those who wrote letters for you</td>
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- Respectfully follow up on any schools that you don’t hear from by April 1.
- Develop a Plan B. In case things don’t work out as expected, you have a plan of action and can keep moving forward.
- Be patient. In some cases offers can be made up until mid-May.

CDIS website- [https://cdis.okstate.edu/](https://cdis.okstate.edu/)
GRE- [https://www.ets.org/gre](https://www.ets.org/gre)
Info about grad schools- [https://www.asha.org/edfind/](https://www.asha.org/edfind/)
Waiver for letters of rec-
Applying to Graduate School

CDIS Letters of recommendation guidelines

- Prepare a list of individuals/instructors that would be able to write you a **favorable** recommendation letter.

- Choose at least one writer who can evaluate your academic skills (research supervisors, professors, instructors of challenging classes you’ve done well in or whom you’ve had more than once, honors contract instructors, etc.), and at least one writer who can assess your ability to perform as a clinician. If you don’t have clinical experience, try to choose a writer who has observed you serving in a capacity that demonstrates clinically-relevant skills. If you’re considering a master’s thesis, at least one writer should be able to describe your research abilities.

- No later than December 1 you may request a meeting with your instructor and ask them in person

- Once you have approval then provide your writer a rec letter packet

- Packets should include the following with the academic programs and due dates written outside the envelope:
  - Transcript (this can be unofficial)
  - Photo of yourself
  - Updated resume
  - Letter of intent/personal statement
  - A list of points each writer could say about you:
    - Skills or personal traits they have been able to observe about you
    - Reminders of exemplary work or events that exemplify your traits
    - “Unique contributions” – specific to each writer, main points that your other writers may not have had the opportunity to observe about you
  - Most schools receive letters digitally but if a letter needs to be mailed please provide a self-addressed stamped envelope
  - Waiver for student recommendations (you will want to waive your right to review your recommendation)
  - It is nice to include a note to your writer reminding them what classes you had of theirs and the grades you made
  - If a letter has not been submitted within two weeks of your deadline you may follow up with an email to your writer and a phone call is appropriate if you do not have a letter within one week of the deadline.

**Important Contacts:**

<table>
<thead>
<tr>
<th>Kristi Carpenter, Graduate Advisor</th>
<th><a href="mailto:kristi.carpenter@okstate.edu">kristi.carpenter@okstate.edu</a></th>
<th>009 Social Sciences &amp; Humanities</th>
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<tbody>
<tr>
<td>Sabiha Parveen, Program Director</td>
<td><a href="mailto:sabiha.parveen@okstate.edu">sabiha.parveen@okstate.edu</a></td>
<td>016 Social Sciences &amp; Humanities</td>
</tr>
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<td></td>
<td>Phone: 405-744-5116</td>
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When asking for a letter of recommendation for grad school...

- Consider everything you want schools to know about you. Then consider letter-writers who can each contribute a piece to the “complete package” you want to present.

- Remember that your personal statement and letters of recommendation set you apart from others with similar (or better) numerical scores (grades, GRE, etc.). They provide a “personal touch” or “individual contribution” you bring to a grad program, highlighting your skills, personality, interests, and potential.

- You want letter-writers to be able to say something individualized about you, so it is best if you have interacted more substantially than just attending class. If you haven’t worked with a teacher on something outside of class, talk to them in office hours. It’s best to do this a time or two before you need to ask for a letter. If you have nothing class-related to discuss, it’s okay to be upfront that you’re considering asking them for a letter. Then you can discuss your interests, career goals, and any advice they have. If you decide that other professors might be better contributors to your application package, you have plenty of time to approach them.

- Don’t just ask teachers you liked or whose classes you liked – think about what the teachers were able to observe about you. Good things:
  - You did well in the class, attended regularly, participated actively. (It’s hard to want to write a letter for someone who slept in class or spent lecture texting/online!)
  - You demonstrated favorable skills/traits (e.g., writing, discussion, oral presentation, curiosity, creativity, leadership, responsibility, organization, independence, perseverance, problem-solving skills, challenges overcome…)
  - The course covers core material (often upper-division). Better yet, it is known to be difficult (i.e., not an “easy” elective) – provided that you did well.
  - You’ve had the teacher more than once and/or talked with them enough outside of class that they can say something about your strengths or personality.

- Include in your packet for each letter-writer a list of points that he/she could say about you:
  - Skills or personal traits they have been able to observe about you.
  - Remind them of any exemplary work you did for them or any events that exemplify your traits (anecdotes and specific examples are valuable in statements and letters).
  - Each letter-writer’s list should include any “unique contributions” s/he can make to your complete package. Be sure to point these out (e.g., under a description like “things you might have observed about me that I have not had the opportunity to demonstrate to my other letter-writers”).