

1. How to Request a Teacher Recommendation (DIGITAL) (Ver 19)

It is MY job to write a winning recommendation, it is YOUR job to provide all the details necessary to make this possible. The better job you do, the better the recommendation will be.

Online Applications: I still need all the information and items listed below. Get a copy of the online form if possible. If not, ask me for a sample form that you can use to record this information. Make a separate copy for each college.

MAKE SURE EACH OF THE FOLLOWING IS COMPLETED AND CHECKED-OFF √.

Incomplete applications will be returned.

- Give the teacher PLENTY of time to write your recommendation. A minimum of two weeks is required; more time is better. Don't assume that the teacher has time during the week or that he has all weekend to write your recommendation. **Due Date OCT 16, 2018**
- College Recommendation Form
 - COLLECT this information. Fill out the CTI form. **REQUIRED** (page 2)
 - School name and address
 - Classes and grades you have taken with teacher
 - Number of years teacher has known you
 - How the teacher knows about you
 - MAKE SURE YOUR NAME IS ON THE APPLICATION!!!!!!**
 - Sign the waiver.
 - (Important) Supply 3 words that describe you.**
 - Complete these form.
 - Fill out Teacher Evaluation information from the COMMON APP **OR** for MIT Form A. Those documents are included with this on page 3 and 4-5. If you feel that you deserve either of the top two rankings, please include information that supports that ranking.
 - Write or outline the 7 student essays for Common App. (Page 6) **REQUIRED** for all.
 - Submit this completed for to MOODLE.**

Envelop **(not on flash drive) PUT YOUR NAME ON EVERY PAPER IN THE ENVELOPE**

- Write you NAME on the front of the envelope
- Write the DUE DATE **AND YOUR NAME** the front of the application.
- Receipt Checklist (put your name on each page)
 - Have a form with a list of all applications submitted and their due dates. Teacher will check off those that are sent out and return the check list to you.
 - Outline of accomplishments Create this in preparation for your essay. You might want to organize the different entries by subject so that you can submit the same outline to all teachers.
- Essay printed on paper AND submitted on (**Moodle**, disk or flash drive.) (put your name on each page)
 - Write an essay from the teacher's point of view. Discuss all aspects of what you want a teacher to say about you. Be sure to include as many **details** of activities, awards and grades that you feel are important and that I might know about. DO NOT be afraid to be positive. Explain why YOU are special. I will rewrite the letter, but it is important to know what YOU think is important. If this essay is short or unconvincing, expect your recommendation to be the same. **Put a printed copy in the envelope AND supply this essay on a disk or flash drive.**
 - Carefully re-read the application. You will not see it again and any missing information will reduce your chance of making a good impression.

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Helpful Hint: Create a folder in 9th grade. In it put all records of awards, activities, classes, community service, publications and anything that could be used when writing resumes and college applications. Include dates, number of hours for service projects, and names and contact information for reference / recommendation letters.

COLLECT THE INFORMATION (CTI).

Student Name: _____ ID: _____ email: _____

School Name: _____ School Code: _____

List of Class, Level and Grade

Year	Class Name	Acad Grade	Class Type	Grade Level
1.	_____	_____	R H AP DE	_____
2.	_____	_____	R H AP DE	_____
3.	_____	_____	R H AP DE	_____
4.	_____	_____	R H AP DE	_____
5.	_____	_____	R H AP DE	_____
6.	_____	_____	R H AP DE	_____
7.	_____	_____	R H AP DE	_____

In what other context has the known you.

Activity	Year/
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

Have you signed the Waiver?

- Yes
- No (Application will be returned to you.)

Three words that describe you

Word	Why?
1. _____	_____
2. _____	_____
3. _____	_____

Common App Teacher Checkboxes and Essays

No basis	Quality	Below Average	Average	Good(above average)	Very good (well above average)	Excellent (top 10%)	Outstanding (top 5%)	One of the top few I've encountered (top 1%)
	1. Academic achievement							
	2. Intellectual promise							
	3. Quality of writing							
	4. Creative, original thought							
	5. Productive class discussion							
	6. Respect accorded by faculty							
	7. Disciplined work habits							
	8. Maturity							
	9. Motivation							
	10. Leadership							
	11. Integrity							
	12. Reaction to setbacks							
	13. Concern for others							
	14. Self-Confidence							
	15. Initiative, independence							
	OVERALL							

Support for rankings for OUTSTANDING or TOP FEW.

Quality	Reason or Example	Quality	Reason or Example

Evaluation Please write whatever you think is important about this student, including a description of academic and personal characteristics, as demonstrated in your classroom. We welcome information that will help us to differentiate this student from others. (Feel free to attach an additional sheet or another reference you may have prepared on behalf of this student.)

OR MIT Teacher Recommendation Checkboxes and Essays

A. How has the applicant achieved good grades in your class? Check as many as apply.

- By consistent hard work
 By grade consciousness
 By virtue of memory
 By brilliance of mind
 Other _____

B. Compared to other students you have taught, check how you would rate the applicant.

	A notable weakness	Could be better	Okay	Better than most	Exceptional
1. Interacts well with other students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Interacts well with teachers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Works well independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Works well on a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Reacts well to adversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Warmth of personality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Support for rankings for Better than most or Exceptional

Quality	Reason or Example
1	
2	
3	
4	
5	
6	
7	
8	

C. Do you have any reservations about the applicant's character? Yes No

If yes, please explain on a separate sheet of paper.

	A notable weakness	Could be better	Okay	Better than most	Exceptional
9. Academic Achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Personal Qualities and Character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Extracurricular Accomplishments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Support for rankings for Better than most or Exceptional

Quality	Reason or Example
9.	
10.	
11.	

How strongly do you recommend this student for MIT: With reservation Fairly strongly Strongly My strongest recommendation

- E. Describe the quality of the applicant's intellect and academic work. Please comment on the student's originality of thought, ability to grasp difficult concepts, and willingness to take risks and go beyond the normal classroom experience. Please provide specific examples.
- F. Please comment on the applicant's personality and social skills. How would you describe the applicant's ability to interact with teachers? With peers?
- G. Has the applicant ever experienced disappointment, failure, or lived through a personal or emotional crisis? How did the applicant react to these challenges? How might you characterize this applicant's resilience, or style of coping with adversity? Are there unusual circumstances in the applicant's case (personal or academic) that you feel we should know?
- H. Admission to MIT is based upon much more than a set of test scores, grades, and activities. Sometimes applications come with a story behind the story: context. Is there information regarding the applicant's community, school, or background that would place the applicant's successes or challenges into context for us? What's the scoop?

Common App Student Essays (Required for All)

2017-2018 Common Application Essay Prompts

1. Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
2. The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
3. Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?
4. Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma - anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.
5. Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.
6. Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?
7. Share an essay on any topic of your choice. It can be one you've already written, one that responds to a different prompt, or one of your own design.