Mr. Devlin

# College Recommendation Information

Please return this form – completed, of course – at least three weeks in advance of your first deadline. **Follow the directions carefully!** (If you could get this to me by the **end of July/beginning of August**, that would be incredibly helpful. Please!)

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list all schools to which you are applying and their application deadlines. If you are applying early and you haven't finalized your entire list of schools, just include the early decision/action deadlines at this time.

 Name of School App Deadline

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As for the actual application form, please return the completed form and all application materials to me in the theater. IF the school requires an actual letter in an envelope (in today’s applications, most do not, but you definitely want to double check that), make sure you do the following:

* Include **Self-addressed, Stamped, Self-sealing** envelopes. (I do not enjoy licking envelopes. Don’t ask me why. But please do not ask me to do so.)
* Please **Write My Name and the School Address** as the return address on each envelope.
* Directions for the **Common Application** form:
	+ Make sure you complete your section and sign the form.
	+ **Only include one copy of the form!** (Even if you are applying for 20 schools! That is why it is called a “Common Application”.)
	+ You must waive your right to see the recommendation.
	+ Please complete my section with the following information:
		- Mr. Daniel Devlin
		- Theatre Department Director
		- Westfield High School
		- 550 Dorian Road Westfield, NJ United States of America 07090
		- 908-789-8041
		- ddevlin@westfieldnjk12.org
* **NOTE – you only need to include envelopes for schools that require applications via mail. Many (Most?) now accept (expect) applications to be submitted electronically (example** [**commonapp.org**](http://commonapp.org)**). If you have any questions about this process, let me know. Your guidance counselor SHOULD have explained all of this to you already, but based on recent experiences, I know that this is not always the case.**

If you have **School Specific Application Forms**, complete the above steps for the application form for each institution before bringing them to me.

Mr. Devlin

College Recommendation Questions

Please respond to the questions below. E-mail your responses to me as soon as possible, but no later than the end of July/first week of August. In case you have forgotten, my e-mail address is: ddevlin@westfieldnjk12.org.

1. Evaluate your performance in my class. Consider your growth in diction, characterization, physicality, critical and creative thinking, personal responsibility and maturity. What were your greatest accomplishments? In which area(s) did you demonstrate the greatest improvement? Please provide specific examples.
2. Honestly, why do you want me to write this recommendation for you (other than the fact that you need one)? What do you feel you contributed to the daily/overall classroom environment? To the department as a whole? What do you think I should remember most/share with others about our time together?
3. Which performances and/or scripts from our class were most meaningful to you? Why? What techniques, exercises or readings we important to you?
4. What are your goals for college? Have you tentatively chosen a major? (Don’t worry if you have not – you have lots of time to change your mind.) Just tell me **candidly** what you hope to accomplish personally, academically and/or professionally. Really. Be honest here.
5. What do you do outside of class/school that would be helpful for me to know about you as I attempt to sing your praises? What clubs, activities, athletics are you involved in? Do you do anything in the community in terms of volunteering or service? Any awards or special accomplishments that I should know about? (This is your opportunity to flaunt your endeavors!) Realize that, although I know you well from class and/or productions, we both know that there is so much more that you do outside of the WHS Theatre that I know nothing about.
6. Is there anything else that you would like me to consider as I write your recommendation?
7. Lastly, what are the three adjectives that you feel best describe the **real** you? Why are these words the best ones for you?