

☞ Suggestions for Contacting a Prospective Faculty Mentor ☞

Once you have identified a potential faculty mentor, the next step is to contact him or her. The following is a sample e-mail you can use as a guideline. Please remember that this is very general, and you will need to personalize it in order to highlight your own strengths and experiences.

Dear **Professor X**:

My name is **Peter Anteater**, and I am very interested in becoming involved in research in **Subject Area**. I am a **x** year student with a GPA of **x**. I have taken the following related courses... and have had the following related experiences... My goal is to....

I have reviewed your faculty research profile and am interested in the work that you have done. I was intrigued by your journal article, "**Article Title**." (*Provide reaction to article/ area of research with specific references*). I would like to get involved in research in this area because it will help me to better prepare for my long-term goals.

Would it be possible to meet with you to further discuss **Topic** and my possible involvement in research under your guidance? Here is my availability for the next two weeks.... I look forward to hearing from you.

Sincerely,
Peter Anteater
Student ID
Phone

☞ Suggestions for Meeting with a Prospective Faculty Mentor ☞

Have you done your homework?

We strongly recommend that you read one or more journal articles authored by the faculty, or papers related to your research interests, so you have an idea of the type of research s/he does. This will also show the faculty member that you are committed and highly motivated to become involved in a research or creative project with him/her. We also highly recommend that you read other literature available on-line or in print on your topic of interest. Finally, you can review archived proposals in the UROP Office to see samples of student projects mentored by various faculty members from different disciplines.

What should you expect?

It is very important that you ask questions during the meeting AND be an active listener. If you decide to work with this faculty member, it is important that you are aware of his/her expectations as well as communicate your own.

Possible Questions:

- ◆ Is this a group or individual project?
- ◆ Will you get academic credit?
- ◆ If so, what constitutes an "A" performance?
- ◆ How many hours of research per week are expected?
- ◆ Who will be your direct supervisor?
- ◆ What will be your specific responsibilities?
- ◆ Are there additional references or suggested readings? Classes to enhance your preparation?