



UCI BioSci

Mentor Program



**2018 - 2019
Student Handbook**

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UCI BioSci

**MENTOR
PROGRAM**



UCI School of Biological Sciences Mentor Program Overview

Our Mentor Program serves as the foundation upon which we are building and strengthening our biological sciences community at UC Irvine. This program is simply the first step in bringing together some of our most valuable resources – students, alumni and the community.

Armed with a degree, most college students stand poised – ready to conquer the world. But too many are unprepared for the foibles and unpredictability of the job market or graduate school. Unfortunately, a degree does not ensure clarity of career path nor the best approach to take.

To help college graduates not only survive, but be successful, the School of Biological Sciences has created a Mentor Program. This program pairs alumni and community professionals with students with similar interests. Mentors provide academic and career guidance, networking opportunities, and insights into the working world. They can help students answer such questions as: What can I do with my degree? Should I go to graduate or professional school? Where do I see myself in five years?

Mentors will help guide students as they map out areas for their personal and professional development, request information about careers and industries, and seek feedback about issues of concern. The BioSci Mentor Program gives our students an edge and enables them to distinguish themselves as they pursue graduate school and/or enter the workforce. With the mentors' invaluable knowledge and experience of the working world, students can learn

to become confident, proactive, and competitive, which is especially critical in today's economy and volatile environment.

Biological solutions will be needed to overcome the global challenges that we face in health and well-being, sustainability and biodiversity, food production, and energy, all of which will affect our economy and society. Mentoring the next generation of biologists is an important part of the mission of UCI School of Biological Sciences. Partnerships with industry and community members are invaluable in helping us educate students to become the world-changers of tomorrow.

15 Laws of Mentoring

1. **The Law of Positive Environment**
Create a positive environment where potential and motivation are released and options discussed.
2. **The Law of Developing Character**
Nurture a positive character by helping to develop not just talent, but a wealth of mental and ethical traits.
3. **The Law of Independence**
Promote autonomy; make the student independent of you, not dependent on you.
4. **The Law of Limited Responsibility**
Be responsible to them, not for them.
5. **The Law of Shared Mistakes**
Share your failures as well as your successes.
6. **The Law of Planned Objectives**
Prepare specific goals for your relationship.
7. **The Law of Inspection**
Monitor, review, provide feedback, and discuss potential actions. Do not expect performance without inspection.
8. **The Law of Small Successes**
Use a stepping-stone process to build on accomplishment and achieve great success.
9. **The Law of Direction**
It is important to teach by giving options as well as direction.

10. **The Law of Risks**
Mentors should be aware that their students' failure may reflect back on them. Students should realize that their mentors' advice might not always work.
11. **The Law of Mutual Protection**
Maintain privacy. Protect the integrity, character, and insights that you've shared with one another.
12. **The Law of Communication**
Mentors and their students must balance listening with speaking.
13. **The Law of Extended Commitment**
The mentoring relationship extends beyond the typical work or school day.
14. **The Law of Life Transition**
As mentors, when you help your students enter the next stage of their lives, you will enter the next stage of yours.
15. **The Law of Fun**
Make mentoring a wonderful experience – laugh, smile, and enjoy the journey.

Adapted from the book *Mentoring: The Most Obvious Yet Overlooked Key to Achieving More in Life Than You Ever Dreamed Possible*. F. Wickman & T. Sjodin. (1997)

Roles and Responsibilities

Student

Role

The partnership between mentor and student is built upon trust, respect, and professionalism. As a student, you will have the opportunity to:

- Receive constructive feedback about personal and professional skills.
- Learn about specific jobs, career paths, industries, and organizational cultures.
- Obtain advice about professional conduct.
- Pursue networking opportunities.
- Work with your mentor to achieve a specific goal.

Responsibilities

- Initiate and maintain contact with your mentor.
- Communicate clearly your interests and needs, and set realistic goals.
- Set realistic expectations regarding method and frequency of communication with your mentor.
- Be available and maintain consistent contact.
- Listen to your mentor.
- Accept advice and feedback gracefully without becoming defensive.
- Express gratitude to your mentor when given opportunities or invaluable knowledge.

Roles and Responsibilities

Mentor

Role

The partnership between mentor and student is built upon trust, respect, and professionalism. As a mentor, your role is one of coach, guide, motivator, advisor, and role model. You will be responsible for:

- Providing constructive feedback about your student's personal and professional skills.
- Sharing knowledge about specific jobs, career paths, industries, and organizational cultures.
- Giving advice about professional conduct.
- Facilitating networking and other opportunities your student can explore.
- Guiding your student toward achieving a specific goal.
- Communicating clearly your expectations and goals.
- Being available and maintaining consistent contact.
- Listening to your student.

Benefits of Mentoring:

- Enrich your own life by making a difference in someone else's.
- Reconnect to the School of Biological Sciences on a personal level.
- Gain new skills as you advise and counsel students.
- Share your own experiences and insights.

Do's, Don'ts and Requirements

Student

Requirements:

- Must be in good academic standing with normal progress.
- Must be at least 18 years of age.

Do:

- Initiate and maintain contact with your mentor.
- Communicate and respond to your mentor in a timely manner.
- Plan an agenda or develop key questions for each meeting to ensure focus.
- Keep appointments with your mentor and be punctual.
- Approach discussions with an open mind.
- Respect confidences.
- Accept constructive feedback gracefully.
- Contact Victoria Stephens (see Contact and Resources) if you are unable to connect with your mentor or fulfill your obligations.

Don't:

- Ask for or expect a job or internship from you mentor.
- Neglect contacting your mentor to set up meetings.

Do's, Don'ts and Requirements

Mentor

Requirements:

- Must have at least a bachelor's degree in Biological Sciences.
- Must have relevant work experience.
- Must have a base participation or desire to help and give back.

Do:

- Keep your appointments with your student.
- Communicate and respond to your student in a timely manner.
- Listen actively to questions and concerns.
- Encourage discussion.
- Approach discussions with an open mind.
- Maintain a high level of trust, respect, and professionalism.
- Respect confidences.
- Contact Victoria Stephens (see Contacts and Resources) if you are unable to connect with your student or fulfill your mentor obligations.

Don't:

- Hesitate to provide your student with constructive feedback.
- Hesitate to contact your student if you've not heard from him/her for awhile.

Suggested Events & Activities

Events and Deadlines

1. **Complete Your Student Profile** – Register at your earliest opportunity to participate in the program by completing your Student Profile Form.
Registration for students opens Wednesday, September 19 and goes through Friday, October 12, 2018.
2. **Review Potential Mentors** – Review all posted mentor profiles to become familiar with potential mentors with whom you may be interested in being matched.
Check back often, as additional mentors are continually added.
3. ***Required – Attend the Mentor Program Kickoff Event** – Combining last year’s popular “Meet & Greet” with the traditional Kickoff Dinner, this night is a **MUST** attend! Mentors and students will have an opportunity to meet one another through an interactive speed networking activity. We request that you make a special effort to attend this event and meet mentors who you may be interested in being matched with.
4. **Return Online to Indicate Your Top 3 Choices** – Once you decide your top three choices for your potential mentor, return to your profile to complete this online process by indicating your choices in order of preference. Deadline: October 26, 2018.
5. **Contact Your Mentor** – Once a match has been confirmed through the Mentor Program, you will be notified by email with the results. We recommend you then **initiate contact** with your mentor.
6. ***Required – Attend the Mentor and Mentee Career Night Panel #1** – This event will give students a chance to meet and network with other mentors regardless of being matched with them. A panel of medical professionals, academics, and

executives from the life sciences industry will answer questions from a moderator and breakout sessions will follow, allowing students to rotate through for deeper discussions. It's all about making connections! SAVE THE DATE: January 16, 2019, 5:30 – 7:30 PM.

7. ***Required – Career Night Panel #2 and Mentor Program Year End Reception –**
Date and details to come.

Suggested Activities

- Invite your mentor to meet you for coffee, breakfast, lunch or dinner.
- Meet your mentor at his/her office or place of work. Ask if you can attend a staff meeting, tour the organization, and meet colleagues.
- Ask your mentor if you can shadow him/her or one of their colleagues to illustrate a "typical day."
- Ask about the possibility of attending a seminar or professional association meeting with your mentor.
- Ask your mentor to arrange a networking opportunity for you to meet his/her colleagues and other professionals in your field(s) of interest.
- Participate in a fun outing with your mentor.

Academic Calendar

Fall Quarter, 2018

Event	Date(s)
Quarter Begins	Sep. 24 (Mon.)
Academic Advising and Orientation	Sep. 24-26 (Mon.–Wed.)
Instruction Begins	Sep. 27 (Thu.)
Veterans' Day Holiday (Observed)	Nov. 12 (Mon.)
Thanksgiving Holiday	Nov. 22–23 (Thu.–Fri.)
Instruction Ends	Dec. 7 (Fri.)
Final Examinations	Dec. 8–14 (Sat.–Fri.)
Quarter Ends	Dec. 14 (Fri.)
Winter Administrative Recess	Dec. 24–Jan. 1 (Mon.–Tues.)

Winter Quarter, 2019

Event	Date(s)
Quarter Begins	Jan. 2 (Wed.)
Instruction Begins	Jan. 7 (Mon.)
Martin Luther King Jr. Holiday	Jan. 21 (Mon.)
Presidents' Day Holiday	Feb. 18 (Mon.)
Instruction Ends	Mar. 15 (Fri.)
Final Examinations	Mar. 16–22 (Sat.–Fri.)
Quarter Ends	Mar. 22 (Fri.)

Spring Quarter, 2019

Event	Date(s)
Quarter Begins	Mar. 27 (Wed.)
Cesar Chavez Day Holiday	Mar. 29 (Fri.)
Instruction Begins	Apr. 1 (Mon.)
Memorial Day Holiday	May 27 (Mon.)
Instruction Ends	Jun. 7 (Fri.)
Final Examinations	Jun. 8–13 (Sat.–Thu.)
Quarter Ends	Jun. 14 (Fri.)
Commencement	Jun. 14–17 (Fri.–Mon.)

Summer Sessions, 2019

Event	Date(s)
Session I	Jun. 24–Aug. 1 (Mon.–Thu.)
10–Week Session	Jun. 24–Aug. 30 (Mon.–Fri.)
Independence Day Holiday	Jul. 4 (Thu.)
Session II	Aug. 5–Sep. 11 (Mon.–Wed.)
Labor Day Holiday	Sep. 2 (Mon.)

Calendar updates, detailed information on registration procedures and late charges, and the School of Law academic calendar are available on the University Registrar's website (<http://www.reg.uci.edu>). The M.D. program academic calendar is available at the School of Medicine (<http://www.meded.uci.edu>).

Suggested Student Action Plan

Suggested steps for mentees to take after they are matched with their mentors:

1. Review you mentor's online profile.
2. Contact your mentor via email, phone and/or schedule a face-to-face visit (if mentor is local).
3. Set expectations of preferred methods of communication and response time.
4. Network with other mentors and students at mentor program events.

First Meeting

5. Learn about mentor's interests and background.
6. Discuss your expectations, and academic and career goals.
7. Identify specific goals to accomplish by the end of the year.

Subsequent Meetings

8. Review your class schedule/academic plan.
9. Make an effort to contact your mentor **at least once a month** to keep the partnership on track. Respond to your mentor when they contact you.
10. Have an agenda and focus on specific goals for each meeting
11. Apply the mentor's advice outside of meetings for real-world success.
12. Conduct wrap-up meeting with your mentor at the end of the year.

Networking

www.career.uci.edu

Networking is establishing and maintaining mutually-beneficial connections with people in your field of interest. It is often cited as the #1 way to land a job or internship. Networking is not something done once and then forgotten. It is an ongoing process that will occur whenever the opportunity presents itself and it is a lifelong skill that will serve you in whatever occupation you choose.

Tips for Beginners

- Practice conversation starters with people you already know
- Bring a friend along to help you get started
- Request an informational interview with one person at a time
- Attend events with a clear theme or premise for meeting new people
- Set a goal before you enter a networking situation, such as starting three conversations, or making one strong connection

Ready to take it to the next level?

- Reach out to those who may appear reserved; they will often welcome your help
- Take on a leadership role in clubs or classes and help others learn from your success
- Volunteer for a committee with a networking group or help plan a future event
- Be sure to let others know that you will value their guidance and advice
- Don't forget to follow-up with your new contacts

School Settings & Meetings

Handshakes

- Always shake hands at the beginning and end of the conversation
- A firm grip is best. Avoid being too relaxed but do not overdo it by squeezing too hard
- If you get nervous easily, carry a tissue to wipe your hand



During

- Always be on time for meetings. For social settings, do not arrive later than 30 minutes after the start time on the invitation
- Avoid interruptions of conversation, brainstorming, or presentations if possible. Wait for an appropriate time to interject
- Avoid drinking alcohol in front of your coworkers, recruiters, or clients if they are not drinking. You should never feel pressured to drink, but if you do choose to join others and you are 21 or older, limit yourself to one drink

Introductions

- Name tags are always placed on your outermost piece of clothing on the right side. When shaking your hand, the other person will have direct sight of your name
- If you forget someone's name, you can sometimes "cover" by introducing a person you do know first; maybe the other person will say their name. Otherwise apologize and ask politely, before introducing the person to someone else

Networking

QUESTIONS TO ASK

1. What brings you to this event?
2. What do you like about your current job?
3. What are your career goals and interests?
4. How do you spend your free time?
5. Have you seen any movies lately?
6. Do you like to travel? Where have you traveled recently?

SAMPLE INTRODUCTION & 30-SECOND SPEECH

"Hello, my name is Peter Anteater. It's nice to meet you. What brings you to this event? I'm in the Aerospace Engineering Ph.D. program at the University of California, Irvine. I'm working with Boeing on my current project to develop advanced control techniques to control rotocraft vibrations so we can reduce the vibration helicopters typically experience. I hope to do a flight test soon!"

WRITE YOUR OWN

SAMPLE FOLLOW-UP WITH CONTACT

"Dear _____,
It was a pleasure meeting you at the _____ event / conference. I enjoyed your discussion concerning _____. I hope to correspond with you in the future regarding our shared interest and scholarship and look forward to seeing you again at the next event / conference."

WRITE YOUR OWN

Ways the Division of Career Pathways can Help You Network:

- **Career panels** bring professionals from various industries to campus
- **Career fairs and employer information sessions** bring professionals from various industries to campus
- **Workshops** (see Handshake for most up-to-date listings)

Informational Interviews

One of the best ways to gather information on a career is by talking with professional that are already working in the field. Conducting an informational interview is learning about a job and seeing if it fits your interests, skills, and personality. An informational interview is not asking for a job, rather it is gaining information about a career.

1

FIND PROFESSIONALS TO INTERVIEW

How do you find people to interview? The easiest way to start is to ask people you already know. Family members, friends, neighbors, teachers, or past coworkers may work in the occupation you want to explore, or they may know people who do. Career centers, alumni offices, professional associations, and religious organizations are other places to find potential people to interview. Utilize social media sites, such as LinkedIn, to identify individuals who are working in your field of interest.

2

CONNECT WITH CONTACTS

After finding people to consult, you are ready to arrange interviews. Contact the people you hope to meet by email, making it clear that you want information and not a job. Start with an email contact first and follow up with a phone call. This gives the professional advanced notice of your intentions before you put them on the spot during your phone call. You should also mention how you found the person's name and if someone suggested you contact them.

3

PREPARE TO INTERVIEW

Now that you have an appointment, the next step is to get ready for the interview by researching the occupation and the organization, creating a resume, and developing questions.

RESEARCH

Knowing something about the occupation and the company will help you develop specific questions, show your enthusiasm for the job, and help you look more professional.

RESUME

Bring a copy of your resume to demonstrate seriousness and professionalism. You can also ask the people you interview to give you feedback on your resume; this may help you gain relevant advice to be more competitive for a certain field.

DEVELOP QUESTIONS

The most critical part of preparing for an informational interview is to decide which questions will help you evaluate whether the career is a good fit for you. You want to gain information to help you imagine yourself in the job and to see whether you would enjoy it. See the next page for some suggested questions.



SUGGESTED QUESTIONS

1. How did you get into this field?
2. What do you like the most / the least about your job?
3. What is a typical day like?
4. What are your job responsibilities?
5. Are these duties the same for everyone with this job title?
6. What kind of individual (in terms of talent and personality) would be best suited to this position?
7. What are the prospects for someone entering your field today?
8. What advice would you give someone entering your field today?
9. What advice would you give on applying for and finding a job in this field?
10. Are there any other sources of information you might suggest to learn more about this field?
11. What function or services does your office provide?
12. Are there any other jobs that are similar to yours but with different job titles?
13. Do you have any contacts I might benefit talking with?

4

CONDUCT THE INTERVIEW

Informational interviews are more casual than job interviews, but you should still make a positive and professional first impression. On the day of the interview, you should dress like you are going to an interview. Arrive early and be polite to everyone you meet. You are leading the interview so start by thanking the professional for his or her time. You should also monitor the time and end the interview within the specified time. Thank them for spending time with you and for the information they provided. After the interview, show your gratitude by writing a thank you note within 24 hours.

5

EVALUATE THE CAREER INFORMATION

Hopefully you'll leave every informational interview with new insights about the career you want. Take a moment to reflect on the following: What did you like? Did you uncover any new concerns about or advantages to the occupation? Did you discover another occupation you might want to learn about? Do you think you would be happy in this type of job or in this type of organization? It is important not to base decisions on the opinions of one individual or company environment. Try to conduct a few interviews in an occupation and confirm the information you learn through other sources. You can further test an occupation through a job shadowing experience or an internship to gain more knowledge before you choose a career.

Job Search Strategies

A successful job or internship search will utilize several of these **five** strategies:

Networking

1

- ☐ Discuss career goals with people you know
- ☐ Discuss career goals with faculty
- ☐ Conduct informational interviews
- ☐ Attend panels at the Division of Career Pathways
- ☐ Join professional organizations
- ☐ Inquire directly with employers
- ☐ Join and actively use LinkedIn

Recommended Resources: UCI Division of Career Pathways LinkedIn Group, OC Networking Directory (ocnetworkingdirectory.com), Campus Organizations (campusorgs.uci.edu)

Internships

2

- ☐ Attend “How to Get an Internship” and “Internship 101 workshops
- ☐ Search for internships on Handshake
- ☐ Visit the Internship Coordinator at the Division of Career Pathways

Recommended Resources: UCI Division of Career Pathways LinkedIn Group, OC Networking Directory (ocnetworkingdirectory.com), Campus Organizations (campusorgs.uci.edu)

Internet Postings

3

- ☐ Search Handshake
- ☐ Review company and employment postings
- ☐ Search job boards specific to your field

Recommended Resources: Handshake (uci.joinhandshake.com)

On Campus Recruiting

4

- ☐ Participate in the On-Campus Interview Program (OCI)
- ☐ Attend employer information sessions

Recommended Resources: Handshake (uci.joinhandshake.com)

Career Fairs

5

- ☐ Attend career fairs
 - The Division of Career Pathways holds fairs in fall, winter, and spring quarters
 - Check out fairs in the community

Recommended Resources: Career Fairs, Events

Job Search Strategies

Additional considerations:

Do

- Start early
- Tailor your resume / cover letter
- Exhaust all of your resources
- Research employers
- Keep track of your correspondence
- Dress professionally
- Consider employment agencies
- Be open to small companies
- Wait to discuss salary with the offer

For more advice, stop by Drop-In Advising or make an appointment with a career counselor

Job Preparation

DETERMINE WHAT KIND OF WORK YOU ARE LOOKING FOR:

1. Industries
2. Functions
3. Job Titles

IDENTIFY WHERE YOU WANT TO WORK:

1. Company
2. Work Setting
3. Location

PREPARE YOUR RESUME:

1. Attend a resume workshops at the UCI Division of Career Pathways (register on Handshake at uci.joinhandshake.com)
2. Have your resume reviewed during Drop-In Advising hours (Mon – Fri, 11 AM – 3 PM)

RESEARCH THE JOB MARKET:

1. www.bls.gov/ooh | online.onetcenter.org
2. Research the employment outlooks
3. Determine the salary range (salary.com)

Keep in Mind...

- The average job search takes about six months!
- Only 10 – 20% of jobs are ever published, which means 80 – 90% of jobs remain hidden in the job market
- Using multiple job search strategies will yield better results.
- Obtaining a job is a process. Don't get discouraged if you don't get an interview for every application.

Job Search Strategies

- **HANDSHAKE** (online job and internship listings)
- **NETWORKING CONTACTS** (UCI alumni, former supervisors, professors, family, friends, etc.)
- **INTERNET JOB LISTINGS**
- **CAREER FAIRS**
- **DIRECT INQUIRY** (contact employers you would like to work for)
- **TEMPORARY / EMPLOYMENT AGENCIES**

For more...

- Attend a Job Search Strategies workshop at the Division of Career Pathways (check Handshake for times and details)
- Make an appointment with a career counselor – they will have resources pertaining specifically to your area of interest!

Internships

Take the fast lane toward your career goals with internships!

Reasons to Get an Internship

- **Test drive different career options**
- **Gain hands on experience**
- **Apply your coursework knowledge to the “real world”**
- **Build a professional network**
- **Increase your marketability for future jobs and grad school**

How to Land an Internship

- **Research your career interests.** Narrow your career interests before you begin your internship search in order to target internships based on your major or career goals. There are a multitude of internships and they vary greatly for every career field.
- **Seek internship advice.** Stop by the UCI Division of Career Pathways during Drop-In Advising hours (Monday – Friday, 11 AM – 3 PM during the academic year) or make an individual appointment with a counselor to discuss your personal career goals, ask specific internship questions, and develop an action plan to start your internship search.
- **Begin the internship search.** Utilize a variety of methods and resources to help you with your internship search.
- **Prepare to apply.** Research the requirements and the application process for every internship you want to apply for because these may vary. You will most likely need to create a tailored resume and cover letter.
- **Practice your interviewing skills.** Participate in a one-on-one practice interview and receive feedback from a trained professional to help you improve your chances of landing the internship.



Internship Questions?

If you have internship questions, schedule an appointment with our internship coordinator or a career counselor on Handshake.

Internship Search

- **Handshake Job & Internship Listings**
- **On-Campus Interview (OCI) Program**
- **Career Fairs**
- **Networking**
- **Company Websites**
- **Internship Search Engines**
- **Division of Career Pathways Internships**
- **UCI Internship Programs**

Maximize Your Internship

Make sure the internship is project-based and you are obtaining meaningful work experience. Deliver high quality work and strive to exceed expectations. Develop mentor relationships with professionals across the organization. Take the initiative to seek additional responsibilities when you have completed your work. Maintain your network after the internship is over for future referrals and letters of recommendation.

Internships

Evaluating an Internship

1. Does the internship have a defined beginning and end? Yes _____ No _____
2. Is the supervisor experienced in the area in which you are working? Yes _____ No _____
3. Is there a clear learning component(s) to the internship? Yes _____ No _____
4. Are the skills you will gain applicable to future employment? Yes _____ No _____
5. Will the resources necessary for the internship be provided by the organization? Yes _____ No _____
6. Is there a feedback / evaluation process? Yes _____ No _____
7. Is the internship paid? Yes _____ No _____
8. If unpaid, does the company have at least one person in a full-time role similar to your internship? Yes _____ No _____

If you answered no to any of the questions above, take a moment to think about how valuable this component is to you. If you are unsure, internship advising is a good place to get additional information and insights.

Division of Career Pathways Internship Programs

UCDC Internship Program - A summer internship program that allows you to live, learn, and intern in our nation's capital. Learn more at <http://www.ucdc.uci.edu>.

Sacramento Internship Program - A summer internship program that offers career-related internship opportunities in public service, while providing a UCI presence in the state capital. For more information, go to <http://www.statecap.uci.edu>.

Peer Consultant Internship Program – An academic year long internship program where students help fellow students with their career, resume, interviewing, job search, academic major, and graduate school concerns through one-on-one drop-in advising. For more information, go to <http://career.uci.edu>.

UCI Internship Programs

You can learn more about the internship programs available at UCI by visiting <http://career.uci.edu/students/undergraduate/find-an-internship/uci-internship-programs/>

Write a Cover Letter

www.career.uci.edu

First Paragraph

- *Mention:*
 - Why you are writing (include which position you are applying for)
 - How you learned of the position
 - Your current status (student or employed)
 - If you have completed your degree or when you expect to graduate
- Make a preliminary assertion as to your strength as a candidate
- Tailor to specific organization / company
- Explain your interest in the company

Middle Paragraph

- Present specific examples of how your background, experience, achievements, and/or qualifications meet the needs of the position description, department, and/or organization
- Discuss your knowledge of and interest in some of the specific characteristics of the job, organization, and/or department
- Address if your profile differs from the job description
- Mention why you decided to pursue that field

Final Paragraph

- Offer to provide additional material, information, or a URL for a professional web page / portfolio (if applicable)
- *Indicate:*
 - How you can best be reached
 - What is enclosed / attached with the letter
 - Your availability for, and interest in, an interview
 - Follow up action on your part
- Thank the reader for his or her consideration

Keep in mind...

A cover letter is your opportunity to tell the employer what you are applying for and why you are a good match for the position and the organization.

You should submit a tailored, well-written cover letter with every resume, whether for an internship or job.

While a resume provides a summary of your skills and experience, a cover letter takes it a step further by allowing you to highlight your specific qualifications.

Structure and Details

- Appropriately address the salutation to a specific person, not job title (spell their name correctly)
- Avoid saying "To Whom it May Concern" if no name is provided. For example, you can use "Dear Hiring Manager" or "Dear Selection Committee"
- Check for any spelling or grammar errors
- Use a font type and size that match your resume
- Include contact information in the letter
- Write in the tone of a confident (but not arrogant) professional
- If you are submitting your resume to an email address, your cover letter may be in the body of the email

For more help, visit the UCI Division of Career Pathways to have your cover letter reviewed!

Evan Lee
12345 Stanford Avenue
Irvine, CA 92617

March 7, 20XX

Karen Packard
Recruiting Manager
Enterprise Rent-A-Car
987 Corporation Drive
Irvine, CA 92602

Dear Ms. Packard:

I would like to join the Enterprise Rent-A-Car team as an Entry-level Management Trainee. After reviewing the job description on Handshake and the Enterprise website, I know this position is an excellent match for my interest in sales and management. I was also excited to learn more about the core values at Enterprise such as service, hard work, community, and fun as these fit with my own work values.

I am a senior majoring in Psychology and Social Behavior at the University of California, Irvine, and look forward to applying my strong communication and leadership skills in a management training program. Last year as a Resident Assistant, I worked on a team of 8 members to foster the academic, social, and cultural programming in the residence hall. We also worked together to help students adjust to college and to provide an enriching residential atmosphere. In this role I was responsible for the well-being of 50 first-year students which helped me develop and refine my management skills. It was through this experience that I became aware of my passion for leadership and teamwork and where I learned the importance of effective interpersonal communication. I will use these skills as a successful Management Trainee at Enterprise.

I would like the opportunity to meet with you and discuss my qualifications in greater detail. I will follow up with you in two weeks to check on the status of my application. Thank you in advance for your consideration.

Sincerely,
Evan Lee
Evan Lee

How to Develop a Resume

1. **Review the job description for skills and abilities required.** Analyze the description and highlight the required skills, attributes and qualifications.
2. **Create a list of accomplishments.** Include education / training, volunteer experience, jobs, internships, projects, research, and group / team activities. Describe in detail what you did, why you did it, who you did it with, what equipment you used and the results / outcomes. Quantify your results, if possible, and use commonly understood terminology.
3. **Analyze your accomplishments and experiences for relevant skills.** Reflect upon your past and current experiences to identify your skills.
4. **Write descriptive phrases.** Using action verbs, write short phrases to describe what you did. Be specific yet concise. Arrange the descriptive phrases in order of relevance to the position for which you are applying.
5. **Organize your experiences.** List all experiences in reverse chronological order – starting with the most recent. In each experience, remember to highlight the skills, knowledge and abilities that are relevant to the job.

Q: What is a CV?

A: CV stands for *curriculum vitae* and is a document used to apply for positions in an academic setting. You can adapt your current resume into a CV by adding three sections:

1. *Research Experience*
2. *Teaching / Mentoring Experience*
3. *Publications or Poster Presentations*

A CV also includes a list of your references with their job title and contact information.



Keep in mind...

The average employer
**takes about
6 seconds**
to scan a resume.

Formatting Tips

- Limit your resume to one page
- Include your contact information (with a professional email address)
- Use a professional font (e.g. Times New Roman, Arial, Helvetica, Georgia, Calibri, Tahoma)
- Use font sizes 10 - 12
- Use bolding to make key information stand out (e.g. bold all of your job titles)
- List your GPA (if 3.0 or higher)

Do

- ✓ Begin phrases with action verbs such as “developed”
- ✓ Be specific in your objective statement, if you choose to have one
- ✓ Emphasize outcomes, significant achievements and recognition from others
- ✓ Quantify accomplishments when possible and highlight specific examples
- ✓ Be truthful about your accomplishments
- ✓ Have a career counselor review your resume
- ✓ Avoid using personal pronouns such as “I” or “my”
- ✓ Write phrases as opposed to complete sentences
- ✓ Avoid including personal information such as marital status, age, Social Security number or picture
- ✓ Keep your resume more traditional and not use flashy graphics or colored paper
- ✓ Be cautious when mentioning controversial activities or associations
- ✓ Write out acronyms such as “SPOP” or “ASUCI”

Resume Components

CONTACT INFORMATION

Name, address, email address, and phone number should be at the top of the page

EDUCATION

Name of school, major, degree received, and graduation (or projected graduation date)

EXPERIENCE

Paid, volunteer, or internships. Emphasize duties, responsibilities, skills, abilities, and accomplishments. Include the job title, employing organization, location of job, and dates of employment

ADDITIONAL CATEGORIES

You may want to include skills (technical, language, etc.), activities (school, volunteer, and community), leadership, honors and awards, and research experience

David Parker

Email: dparker@uci.edu

Phone: 714-614-0000

Campus:

212 Wilson Dr.
Costa Mesa, CA 92704

Home:

2566 S. Mitchell St.
San Bernardino, CA 92885

EDUCATION

Bachelor of Arts in Studio Art
University of California, Irvine
GPA: 3.42
Dean's Honor List, 4 quarters

June 20XX

Relevant Coursework

- Interdisciplinary Digital Arts
- History of Intermedia
- Projects in Public Art Advanced Drawing
- Advanced Color Photography

EXPERIENCE

Claire Trevor School of the Arts; University of California, Irvine October 20XX-Present
Peer Advisor

- Assist students with scheduling upcoming courses and resolve current scheduling conflicts
- Attend monthly meetings for information related to academic counseling services
- Perform office duties including answering phones, filing, making copies and faxes
- Enhance interpersonal skills through individual contact with students and administration

ACTIVITIES

Photographers' Society; University of California, Irvine January 20XX-Present
Member

- Participate in meetings and discussions related to the methods, arts and equipment for photography

Circle K; University of California, Irvine September 20XX-Present
Member

- Attended a Circle K conference focusing on leadership training
- Participate in various service events around the local community working with children and at-risk youth

SKILLS

Computer: Flash 5, Adobe Photoshop, Adobe Illustrator, Adobe Premiere, Corel Draw, Quirk, Microsoft Publisher, Microsoft Word, PowerPoint

Language: Conversational French



Put your email address as a means to contact you, but make it as basic as possible, containing only your name. Leave off the "BballStud@gmail.com" and use something like your UCI email address. A basic name looks more professional and employers will take your interest in the job more seriously.

For more resume help...

- RSVP for resume workshops on Handshake
- Get your resume reviewed during Drop-In Advising hours (Monday – Friday, 11 AM – 3 PM)

Dress for an Interview

www.career.uci.edu

Interview Tips

- **Arrive early** – you'll be on time and have a chance to collect your thoughts. Try to check in 10 – 15 minutes early
- **Treat all staff members with respect** as everyone is a potential co-worker
- **Silence** your cell phone and dispose of any gum
- **Make sure your hair and outfit are neat** and refrain from using any heavy fragrances (your interviewer may be allergic)
- **Keep bags and satchels on the floor**, close to your seat
- **Alert references** that they may be contacted soon and send each a copy of the job description and your resume



Try these stores:

- Macy's
- Nordstrom
- Nordstrom Rack
- JCPenney
- Men's Wearhouse
- The Limited
- Ann Taylor Loft
- Banana Republic
- Marshall's
- TJ Maxx
- Working Wardrobes

A Final Check

Make sure you have...

- Neatly trimmed hair
- Conservative makeup
- No runs in your stockings
- Close-toed shoes (polished)
- No excessive jewelry
- No missing buttons, crooked ties, or lint
- Clean hands and trimmed fingernails

FAQs

About Dressing for an Interview

How do I find out what the proper attire is for an upcoming interview?

You can contact the human resources department of the company and ask them what is appropriate. Keep in mind that some technical companies encourage their applicants to dress more casually. Ask for clarification as to what is acceptable. Is it khakis and a polo shirt? Slacks and a button-down shirt?

I have an interview scheduled and they told me that I can dress business casual. What should I wear?

Even though an employer tells you that you can wear business casual attire, it is highly recommended that you dress in formal attire. It demonstrates professionalism and maturity

Suits are too expensive for me and I know I have to wear one for interviews. What should I do?

There are many stores available that sell quality suits at discounted prices. Some students will borrow their friend's suit if they have an interview coming up and are not able to go shopping, but your friend's suit may fit you differently. Working Wardrobes offers a package deal for UCI students (see details at career.uci.edu)

What if the recruiters or company employees dress casually during career fairs or on-campus interviews? Employers want to see if you are able to represent yourself professionally. Therefore it is recommended that you wear formal attire to the interview

Can I wear a shirt and a tie without a jacket?

Wearing a shirt and tie without a jacket would be considered business casual and is not appropriate for interviews

Should I wear a skirt suit or a pants suit?

Either a matching skirt or pants suit is acceptable to wear. Make sure that you are comfortable in whichever suit you choose to wear

Interview Techniques

www.career.uci.edu

10 Rules of Interviewing

1. RESEARCH THE ORGANIZATION:

Demonstrate knowledge of the company by including information from your research in your answers. The organization's website and LinkedIn are great places to start.

2. MAKE A STRONG FIRST IMPRESSION:

Get the interview off to a good start by being on time and greeting the interviewer with a smile and a confident handshake.

3. KEEP YOUR RESPONSES FOCUSED:

Your answers should be between 30 seconds and 2 minutes long.

4. USE STRONG EXAMPLES AND QUANTIFY WHEN POSSIBLE:

Show the interviewer that you have certain qualities and skills, rather than telling them, by providing specific examples. Including measureable information gives you greater credibility.

5. REPEAT YOUR STRENGTHS:

Know your top three strengths as they relate to the position, and reiterate them throughout the interview. Remember to include strong examples of your strengths.

6. PREPARE SUCCESS STORIES:

Fully developed examples from previous experiences can help you respond to any behavioral interview question an employer may ask.

7. PUT YOURSELF ON THEIR TEAM:

Show that you are a good fit by positioning yourself as a member of the team. Use organization-specific language and refer to products and services.

8. ASK QUESTIONS:

By asking questions, you convey interest and enthusiasm to the interviewer. Avoid questions regarding salary and benefits.

9. FOLLOW UP:

Send a thank you note within 24 hours to the interviewer restating your interest and thanking them for their time.

10. EVALUATE THE INTERVIEW:

Reflect on your experience and review your performance. What did you do well and what can you improve upon for next time?

What to Bring

- ☐ Padfolio, notebook and pen
- ☐ Copies of your resume
- ☐ Transcripts / portfolio (if requested)
- ☐ Questions for the employer
- ☐ Calendar
- ☐ List of references
- ☐ Directions
- ☐ Examples of your work

Before the Interview

- Explore your strengths, weaknesses, interests, and career goals
- Research the employer
- Review the job description
- Prepare for commonly asked interview questions and potential questions to ask the interviewer
- Practice aloud
- Review your resume

During the Interview

- Arrive early – approximately 10 – 15 minutes before the interview
- Greet the employer and/or associates with a smile, firm handshake and confidence
- When responding to questions, organize your thoughts and then answer
 - Give examples using BART (Background, Action, Result, Tie it back to the position)
 - Answers should be positive and concise
 - Do not identify a weakness essential to the job
- Be aware of non-verbal behaviors – posture, voice, eye contact, and smile
- Relax and enjoy the conversation

After the Interview

- Ask questions – have 3 – 5 prepared
- Thank the interviewer and determine next steps
- Reaffirm your interest in the position
- Ask for a business card and send a thank you letter or email within 24 hours
- Re-evaluate interview questions and your responses – reflect on your performance and take notes for future reference

Interview Techniques

www.career.uci.edu

Research

WHAT TO RESEARCH:

- History of the organization
- Products and services
- Culture
- Management style
- Organizational structure
- Financial conditions
- Major competitors
- Plans for growth
- Job responsibilities
- Opportunities for advancement
- Locations

WHERE TO RESEARCH:

- Company website
- career.uci.edu
- hoovers.com
- wetfeet.com
- Google
- Online newspapers
- Orange County Business Journal
- LinkedIn
- glassdoor.com
- Current and former employees, interns, alumni

Typical Interview Questions

PERSONAL:

- Tell me about yourself
- What are your major strengths and weaknesses?
- What motivates you to put forth your greatest effort?
- What achievements from your past work experience are you most proud of?

SCHOOL BACKGROUND:

- How does your college education experience relate to this job?
- What extracurricular activities did you participate in and what did you learn from those experiences?
- What was the most difficult course you took? How did you handle it?

WORK EXPERIENCE:

- What prior work experience have you had and how does it relate to this job?
- How would your past supervisors describe you?
- What were your most significant accomplishments in your prior work experience?
- What did you enjoy most about your previous work experience? Least?

EMPLOYER KNOWLEDGE:

- Why are you interested in this position?
- Why are you interested in this particular company?
- What attracts you to this particular industry?

GOALS AND OBJECTIVES:

- Please describe your ideal work setting
- What major accomplishment would you like to achieve in your life and why?
- What are your career interests?

BEHAVIORAL QUESTIONS – USE BART

(BACKGROUND, ACTION, RESULT, TIE IT BACK):

- Tell me about a conflict situation and how you resolved it
- Describe a situation when you had multiple tasks to complete under very tight time constraints
- Describe a time when you sold your colleague / supervisor on an idea
- Tell me about a time when you worked on a project as part of a team. What role did you play?
- Describe a time when you failed at something. What would you have done differently?
- Give me an example of a situation when you took a leadership role

Sample Questions to Ask

- How is job performance measured?
- What are the biggest challenges associated with this position?
- What would a typical project / assignment be like?
- How would you describe an ideal employee?
- What additional qualities does the job require that we haven't discussed?
- How does the current or former occupant's background and experience differ from mine?

Considering Grad School

Research Your Prospective

- **TALK WITH** professors, graduate students, or other UCI staff
- **MEET WITH** people working in that industry or studying in that field
- **CHECK OUT** the Occupational Outlook Handbook by visiting www.bls.gov/ooh/
- **IDENTIFY** prospective schools and seek information on their programs. Check out the Peterson's Guide to Graduate and Professional Schools online at www.petersons.com

Evaluate the Various Graduate

- **DEPARTMENT**
Certain institutions are known for particular programs. Check out the U.S. News & World Report Best Graduate Schools online
- **FACULTY**
Research the reputation and areas of specialization of the faculty
- **PROGRAM**
Each school has a different curriculum and philosophy. Make sure they meet your educational goals
- **FACILITIES**
Find out about the libraries, laboratories, and research facilities. What is the depth of the library collection in your particular field of interest?
- **SIZE**
There are advantages and disadvantages to both small and large universities
- **PLACEMENT**
Where do graduates go after completing the program?
- **DEGREE REQUIREMENTS**
List all requirements such as residency, unit requirements, language requirements, examinations, candidacy, and thesis or dissertation

Prepare for the Admissions Process

- **COMPLETE YOUR BACHELOR'S DEGREE**
- **AIM FOR A MINIMUM 3.0 GPA**
Some schools average your last two years of school, or the courses in your field of concentration
- **2-3 LETTERS OF RECOMMENDATION**
Choose individuals who know you academically and/or professionally and will give you the best recommendation. The job title or status of that person does not usually matter; however, at least one reference should be a professor. Before asking for a recommendation, meet with your reference to discuss your career goals and inform them about the program(s)
- **STATEMENT OF PURPOSE**
State why you are the most qualified to be in that particular program. This is a qualitative way to show your eligibility, not quantitative like GRE scores, transcripts, and grades
- **ADMISSION TESTS**
In most cases, the Graduate Records Exam (GRE) will be required. Check with each school to identify the appropriate exam
- **APPLICATION**
Read instructions carefully and meet all requirements and deadlines

Finance Your Education

- **FELLOWSHIPS** - Given to students with the expectation that they will maintain and achieve good standing
- **LOANS** - Explore school, private, and government options. Repayment of loans can vary
- **ASSISTANTSHIPS** - You receive a monthly stipend for which you perform services related to your field
- **GRANTS** - Like fellowships, these are gifts to graduate students that do not have to be repaid
- **WORK-STUDY** - This type of financial aid assists graduate students by providing job opportunities within the institution or in a public or non-profit agency for up to 20 hours per week

Application Checklist

Sample Timeline

Junior Year and Senior Year

- ☐ Determine which type of graduate program best fits your career goals
- ☐ Research specific graduate programs of interest. Look at admissions and financial aid applications
- ☐ Take required examinations (may also take again in fall quarter)
- ☐ Attend the Graduate and Professional School Fair

Keep in Mind...

This is a suggested timeline – your individual deadlines may vary depending on your graduate school program.

Senior Year

SEPTEMBER

- ☐ Continue researching graduate programs of interest
- ☐ Find out when graduate transcripts must be sent and what other materials are required
- ☐ Check applications for specific deadlines
- ☐ Register for required entrance exams

OCTOBER

- ☐ Talk to graduate recruiters visiting the campus or in the area
- ☐ If possible, visit the schools in which you are interested. Talk with admissions staff, department faculty, and/or current graduate students
- ☐ Request letters of recommendation
- ☐ Write personal statement

NOVEMBER

- ☐ Begin preparing your financial aid application. These are often required at the same time or earlier than admissions applications.

DECEMBER

- ☐ Some admissions applications might be due this month
- ☐ Check on your transcripts and letters of recommendation to see that they have been sent

JANUARY

- ☐ Last chance to take the required tests for fall admissions (it may be too late for some schools)
- ☐ Check with each school to see that they have received all the materials, including test scores and financial statements

FEBRUARY (or after sending off applications)

- ☐ Continue researching graduate programs of interest
- ☐ Find out when graduate transcripts must be sent and what other materials are required
- ☐ Check applications for specific deadlines
- ☐ Register for required entrance exams

Store Your Letters of Rec Online

Avoid losing letters or asking professors to write letters to numerous schools by storing your letters online.

Try services like Interfolio (interfolio.com)

Career Pathways Resources

The Division of Career Pathways offers one-on-one graduate school advising, workshops detailing the process of applying to graduate or law school, graduate school fairs, and more! Visit career.uci.edu for details.

If You Don't Get Accepted

Talk to a career counselor to discuss some reasons why you were not accepted and decide if you should revisit your goals. Don't give up! Students are sometimes accepted on their second or third try, or later!

Write a Statement of Purpose

Your grades and test scores will determine whether or not you will be considered for admittance to graduate school. Your personal statement can help determine if you are unique enough from the other applicants to be admitted

Before Writing

READ THE QUESTION!

A fantastic essay that does not answer the question the admission committee asks will get you nowhere. Read the question, re-read the question, and then write your personal statement with the questions constantly in mind.

DEVELOP A THEME

Graduate school personal statements need a thesis, organization, cohesiveness, and direction. The essay question is usually structured to give leeway to be creative, so take advantage of the writing freedom. Develop a creative theme that answers the essay question and gets across your message. Remember, the admissions committee reads hundreds of essays. Make sure you write one that stands out!

READ EXAMPLE ADMISSIONS ESSAYS

Read a few essays and find out what you like and dislike about each!

Remember...

Make yourself stand out!

Showcase what makes you unique!

Get feedback!

Need help getting started? Think about these questions...

- What is special, distinctive, unique, or impressive about you or your life story?
- How did you learn about this field?
- What characteristics and skills do you possess that enhance your prospects for success?
- Have you overcome any unusual obstacles?
- Are there any gaps in your academic record that you want to explain? (You may want to explain this in an addendum vs. SOP.)
- What are the most compelling reasons for the admissions committee to be interested in you?
- What career (related to your graduate program) are you interested in pursuing?

When Writing...

BE POSITIVE

You've graduated from UC Irvine, you have career goals, and over the past four years you have accomplished a lot. Be proud and positive and try to avoid the negative. If it sounds like you do not have confidence in your own accomplishments, the admissions committee will not have confidence in you.

GIVE DETAILS

Anyone can claim to be assertive, intelligent, creative, ambitious, and analytical. You need to prove that you have the skills and characteristics you possess. If you claim you can research well, explain why and give examples. If you cannot backup your talents, then they are not worth mentioning. Avoid words like *meaningful*, *invaluable*, *rewarding*, and explain your feelings instead. This is a "personal" statement. Explain events in detail because they reveal who you are. It is better to have a few great points and stories than a lot of un-descriptive generalities.

SEEK HELP

The personal statement should never be completed alone. Have friends, family, and advisors give constructive comments and criticism.

For assistance with your writing needs, make an appointment with a Writing Specialist or a Peer Tutor through the UCI Center for Excellence in Writing and Communication: www.writingcenter.uci.edu.

Write a Statement of Purpose

Do

- ✓ Include information that supports your thesis
- ✓ Start your essay with an attention grabbing lead. Avoid starting your essay with “I was born in...” or “My parents are from” and be careful with using anecdotes, quotes, questions or engaging descriptions of a scene
- ✓ Avoid writing an autobiography, itinerary or resume in prose
- ✓ Start over if the essay just isn’t working or fails to answer the essay question
- ✓ Use clear, simple vocabulary
- ✓ Be specific as opposed to providing a collection of generic statements
- ✓ Avoid giving weak excuses for your GPA or test scores
- ✓ Be truthful about your accomplishments

Sample Outline

OPENING PARAGRAPH

State your general reasons for pursuing graduate study and introduce yourself to the selection committee in a compelling manner. Make it interesting; the committee members will read many applications so be sure yours gives them a sense of your particular talents and individuality.

BACKGROUND

Describe your community and family background and tell how your interest in and your knowledge of your chosen field developed. Describe any personal attributes and qualities that would help you complete graduate study successfully, such as determination in achieving your goals, initiative and ability in developing ideas, and capacity for working through problems independently.

QUALIFICATIONS

Explain those experiences that will serve as a foundation for your forthcoming graduate work.

Discuss

1. Your expertise and accomplishments in your major field
2. How your undergraduate studies relate to what you intend to do in graduate school
3. Specific learning experiences that demonstrate your motivation and inspiration for continued study
4. Other relevant experiences such as jobs for community activities, including names of organizations and concrete detail

SPECIFIC GOALS

Express the specific training and background that you would like to acquire while in your graduate program. Your specific goals should be consistent with the goals and training objectives of the department to which you are seeking admission.

CLOSING PARAGRAPH

Leave the reader with a strong sense that you are qualified and will be successful in graduate or professional school. Here, as throughout your statement of purpose, try to be as brief but as informative as possible.

Biological Sciences 199

Undergraduate Research Training Program

Are you interested in engaging in cutting-edge research?

Would you like to conduct research with a
faculty member at the
School of Biological Sciences or
School of Medicine?

For more information about Bio 199, check out the
Bio Sci Student Affairs website:

<https://www.bio.uci.edu/undergraduates/research/bio-199/>

Questions?

Contact the Bio Sci 199 Coordinators at
biosci199@uci.edu

UC Irvine Undergraduate Research Opportunities Program



Enhance Your Education Through UROP-Sponsored Programs!

- ✓ On- & Off-Campus Research Opportunities
- ✓ UROP Grants & Fellowships
- ✓ Multidisciplinary Design Program (MDP)
- ✓ Summer Undergraduate Research Program (SURP)
- ✓ Summer Undergraduate Research Fellowship in the Internet of Things (SURF-IoT)
- ✓ Edwards Lifesciences Summer Undergraduate Research Program (E-SURP)
- ✓ International Summer Undergraduate Research Fellowship (I-SURF)
- ✓ UCI Undergraduate Research Symposium
- ✓ *The UCI Undergraduate Research Journal*

For More Information:

Student Services II, Suite 2100
Phone (949) 824-4189 • Fax (949) 824-1607
urop@uci.edu • www.urop.uci.edu

What is UROP?

The Undergraduate Research Opportunities Program (UROP) in the Division of Undergraduate Education encourages and facilitates faculty-mentored research and creative activities by undergraduates from all schools and academic disciplines at UCI. Research opportunities are available not only from every discipline, interdisciplinary program, and school, but also from many outside agencies, including national laboratories, industrial partners, and other universities. Opportunities are listed on the UROP Web site and distributed throughout the academic year. Students interested in receiving more information and individualized assistance are encouraged to contact the UROP Office to set up an advising appointment. The UROP Team assists students through all phases of the research process, including proposal writing, developing research plans, project management skills, receiving grants to fund research projects, scholarly journal writing through *The UCI Undergraduate Research Journal*, and presenting results of the research or creative project at the UCI Undergraduate Research Symposium. Below is a sample of some UROP-sponsored programs offered during the academic year or summer in support of faculty-mentored undergraduate research and creative activities. Additional information about UROP's programs is available at: www.urop.uci.edu.

UROP Grants & Fellowships: UROP provides recognition and funding in support of research and creative activities conducted by UCI undergraduates under the guidance of UCI faculty members. Students can apply for grants by submitting a proposal in the Fall and Spring Quarters. Proposal itemized budgets can only be in support of project-related expenses and up to \$1,000 for individual projects or \$2,500 for group projects. Proposals for projects that do not require funding and/or are already receiving adequate funding from other sources may be submitted for an Honorary Fellowship.

Multidisciplinary Design Program: MDP provides recognition and funding in support of group projects co-mentored by at least two faculty mentors from different schools. Participants have the opportunity to choose from a variety of innovative and creative design projects related to the areas of energy, environment, healthcare, and culture. Each project receives funding up to \$3,000 for project expenses and dedicated space in the Calit2 Building.

Summer Undergraduate Research Program Grants & Fellowships: SURP provides recognition and funding in support of research or creative activities conducted by continuing UCI undergraduates during the summer under the guidance of UCI faculty members. Student applicants need to have been involved in at least one quarter of faculty-mentored undergraduate research or creative activity before the beginning of the summer. Participants receive up to a \$3,000 stipend for their time and efforts. Proposals for projects that do not require funding and/or are already receiving adequate funding from other sources in support of time and efforts may be submitted for an Honorary Fellowship.

Summer Undergraduate Research Fellowship in the Internet of Things: SURF-IoT provides recognition and funding in support of research or creative activities related to the Internet of Things (IoT) conducted by continuing UCI undergraduates under the guidance of UCI faculty members. Student applicants need to have been involved in at least one quarter of faculty-mentored undergraduate research or creative activity before the beginning of the summer. Participants receive up to a \$2,000 stipend in support of their time and efforts.

Edwards Lifesciences Summer Undergraduate Research Program: E-SURP provides recognition and funding for continuing UCI undergraduates who are conducting summer research or creativities under the guidance of UCI faculty mentors associated with the Edwards Lifesciences Center. Student applicants need to have been involved in at least one quarter of faculty-mentored undergraduate research or creative activity before the beginning of the summer. Participants receive up to a \$2,000 stipend for their time and efforts. Proposals for projects that do not require funding and/or are already receiving adequate funding from other sources in support of time and efforts may be submitted for an Honorary Fellowship.

Symposium: The annual UCI Undergraduate Research Symposium provides an opportunity for undergraduates from all disciplines to present their research results in a professional setting. Students supported by UROP-sponsored programs are required to present; however, the Symposium is open to all UCI undergraduate students. Activities include oral and poster presentations, student performances, a keynote speaker, and an awards ceremony. Everyone is welcome to attend and participate in this celebrated UCI event, which is held in May. The Call for Abstracts is announced during the Spring Quarter.

Journal: *The UCI Undergraduate Research Journal* is a compilation of outstanding research papers completed by UCI undergraduate students from all schools and disciplines. The UROP Student Editorial Board handles the regulation, initial review of papers, and production of the *Journal*. Final research papers are reviewed and selected by the UROP Faculty Advisory Board. Detailed submission guidelines and the online submission form are on the UROP Web site. The Call for Papers is announced each year in May.

2018-2019 UROP Workshops & Deadlines

Fall Quarter

<u>Workshop/Deadline</u>	<u>Date</u>	<u>Time*</u>	<u>Location</u>
Get Involved in Research	Thursday, Oct. 4	3-5	Student Services II, 1010A/B
Get Involved in Research	Tuesday, Oct. 9	3-5	Student Services II, 1010A/B
Get Involved in Research	Thursday, Oct. 18	3-5	Student Services II, 1010A/B
Get Involved in Research	Thursday, Oct. 25	3-5	Student Services II, 1010A/B
Get Involved in Research	Tuesday, Oct. 30	3-5	Student Services II, 1010A/B
UROP Proposal Writing	Wednesday, Oct. 31	3-5	Calit2 Auditorium
Get Involved in Research	Wednesday, Nov. 7	3-5	Student Services II, 1010A/B
UROP Fall Call for Proposals	Tuesday, Nov. 13	<i>Deadline</i>	Online Submission - UROP Web site
MDP Call for Applications	Tuesday, Nov. 13	<i>Deadline</i>	Online Submission - UROP Web site
Get Involved in Research	Tuesday, Nov. 13	3-5	Student Services II, 1010A/B
Get Involved in Research	Tuesday, Nov. 20	3-5	Student Services II, 1010A/B
Get Involved in Research	Wednesday, Nov. 28	3-5	Student Services II, 1010A/B

Winter Quarter

<u>Workshop/Deadline</u>	<u>Date</u>	<u>Time*</u>	<u>Location</u>
Get Involved in Research	Thursday, Jan. 10	3-5	Student Services II, 1010A/B
Summer Research Opportunities	Tuesday, Jan. 15	3-5	Student Services II, 1010A/B
Get Involved in Research	Tuesday, Jan. 22	3-5	Student Services II, 1010A/B
Summer Research Opportunities	Wednesday, Jan. 30	3-5	Student Services II, 1010A/B
Get Involved in Research	Tuesday, Feb. 5	3-5	Student Services II, 1010A/B
Get Involved in Research	Thursday, Feb. 14	3-5	Student Services II, 1010A/B
Get Involved in Research	Thursday, Feb. 21	3-5	Student Services II, 1010A/B
Get Involved in Research	Wednesday, Feb. 27	3-5	Student Services II, 1010A/B
Present & Publish Your Research	Wednesday, March 6	3-5	Student Services II, 1010A/B
Get Involved in Research	Thursday, March 7	3-5	Student Services II, 1010A/B

Spring Quarter

<u>Workshop/Deadline</u>	<u>Date</u>	<u>Time*</u>	<u>Location</u>
Get Involved in Research	Wednesday, April 3	3-5	Student Services II, 1010A/B
Present & Publish Your Research	Thursday, April 11	3-5	Student Services II, 1010A/B
Prepare for Symposium	Wednesday, April 17	3-5	Student Services II, 1010A/B
Symposium Call for Abstracts	Monday, April 22	<i>Deadline</i>	Online Submission - UROP Web site
UROP & Summer Programs Proposal Writing	Tuesday, April 23	3-5	Calit2 Auditorium
Prepare for Symposium	Thursday, April 25	3-5	Student Services II, 1010A/B
Prepare for Symposium	Wednesday, May 1	3-5	Student Services II, 1010A/B
SURF-IoT Call for Applications	Monday, May 6	<i>Deadline</i>	Online Submission - UROP Web site
SURP & E-SURP Call for Proposals	Monday, May 6	<i>Deadline</i>	Online Submission - UROP Web site
UROP Spring Call for Proposals	Monday, May 6	<i>Deadline</i>	Online Submission - UROP Web site
Practice Your Presentation	Tuesday, May 14	3-5	Crescent Bay A
Practice Your Presentation	Wednesday, May 15	3-5	Crescent Bay A
Practice Your Presentation	Thursday, May 16	3-5	Crescent Bay A
UCI Undergraduate Research Symposium	Saturday, May 18	7:30-5	UCI Student Center
Publish in the Journal	Tuesday, May 28	3-5	Student Services II, 1010A/B
Publish in the Journal	Wednesday, June 5	3-5	Student Services II, 1010A/B
Journal Application	Monday, July 1	<i>Deadline</i>	Online Submission - UROP Web site

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* Most workshops will only last 1-½ hours with the exception of the Practice Your Presentation Workshops.

Undergraduate Research Opportunities Program (UROP)

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