

CSGRAD4US & mentoring program



Computer and Information Science and Engineering Graduate Fellowships

Time Period	Objectives and Outcomes	Mentee Actions Prior to Meeting	Coach Actions
Week 1 9/13/2021	Start relationship building; Gain knowledge of mentee; Establish coaching expectations	Share your submitted fellowship statement (on canvas) Update and upload resume	Introductions; Discuss mentee statement and resume; background & goals; Get an understanding of the research interests. Describe coaching structure & timeline
	Coach Training - Part 1 - September 14, 6-7:30PM EST		
	Mentoring Session 1 "CSGrad4US Overview & Why The PhD" - September 16, 7-8:30PM EST		
Week 2 9/20/2021	Resume that emphasizes strengths & experience; Key work experiences to highlight in application; Recognition of weaknesses; Plan for test-taking if needed	Revise resume based on discussions; Reflect on strengths and weaknesses	Discuss revised resume, expected strengths and weaknesses of the application; transcript; Discuss test requirements, prep, test-taking times as needed;
	Coach Training - Part 2 - September 21, 6-7:30PM EST		
	Mentoring Session 2 "Preparing a Strong PhD Graduate Application" - September 23, 7-8:30PM EST		
Week 3 9/27/2021	Knowledge of statement requirements Understanding of what makes a good statement; Knowledge of how to choose letter writers;	Complete any remaining resume revisions; Read/analyze example statements;	Discuss analysis of example statements; Discuss statement requirements and statement outline & key content to include; Discuss factors in choosing letter writers
Week 4 10/4/2021	Initial target school list; Final set of potential letter writers;	Research schools; Create initial target school list; Draft of email to request letters	Discuss selected letter writers and justifications; Discuss email invitation to letter writers Give an overview on how fellow should research schools; Discuss # schools to apply to, etc
	Mentoring Session 3 "Process for PhD Application and Deadlines" - October 7, 7-8:30PM EST		
Week 5 10/11/2021	Finalized list of schools and letter writers; Plan for outline of the personal statement	Revise target school list; Revise letter writer list	Discuss target school list and revise; Discuss revised letter writer list; Discuss how to outline statement content
Panel 1: Fellows "What I Wish I Would Have Known Before Applying" - October 14, TBD			
Week 6 10/18/2021	First draft of statement outline and topics to include; Email letter writers	Detailed outline of statement;	Discuss first draft outline of statement and potential revisions;
	Mentoring Session 4 "Research is the Key PhD Degree Component" - October 21, 7-8:30PM EST		
Week 7 10/25/2021	First full draft of statement	First draft of statement;	Discuss full draft of statement and ways to strengthen
Week 8 11/1/2021	Second draft of statement;	Revise statement;	Discuss second draft of statement and ways to strengthen; Discuss any questions on the application
Week 9 11/8/2021	Third revision of statement; Analysis and plan for any additional required statements	Third revision of statement if needed; Gather additional statement requirements for target schools	Discuss additional statement requirements; Identify reviewers for additional perspective; Check on letter writer responses; Discuss third draft of statement if needed
	Panel 2: Fellows "What I Wish I Would Have Known Before Attending Graduate School" - November 11, TBD		
Week 10 11/15/2021	Drafts of additional statements; finalized committed letter writers; Start application process at each school so letter writers receive requests	First draft of additional statements; Reminder email to no-response letter writers	Discuss drafts of additional statements; Discuss status of letter writer commitments and possible additional requests; Discuss any questions on application forms themselves
	Mentoring Session 5 "Succeeding in Graduate School" - November 18, 7-8:30PM EST		
Week 11 11/22-29/2021	First revisions of any additional statements; All other application material should be in final form	Revise any additional statements as needed	Discuss statement revisions and any remaining issues Review status of all application materials
Thanksgiving			
Week 12 12/6/2021	Submit application materials	Revise application materials as needed; Follow up with letter writers as needed	Discuss/review finalized materials and uploading of materials