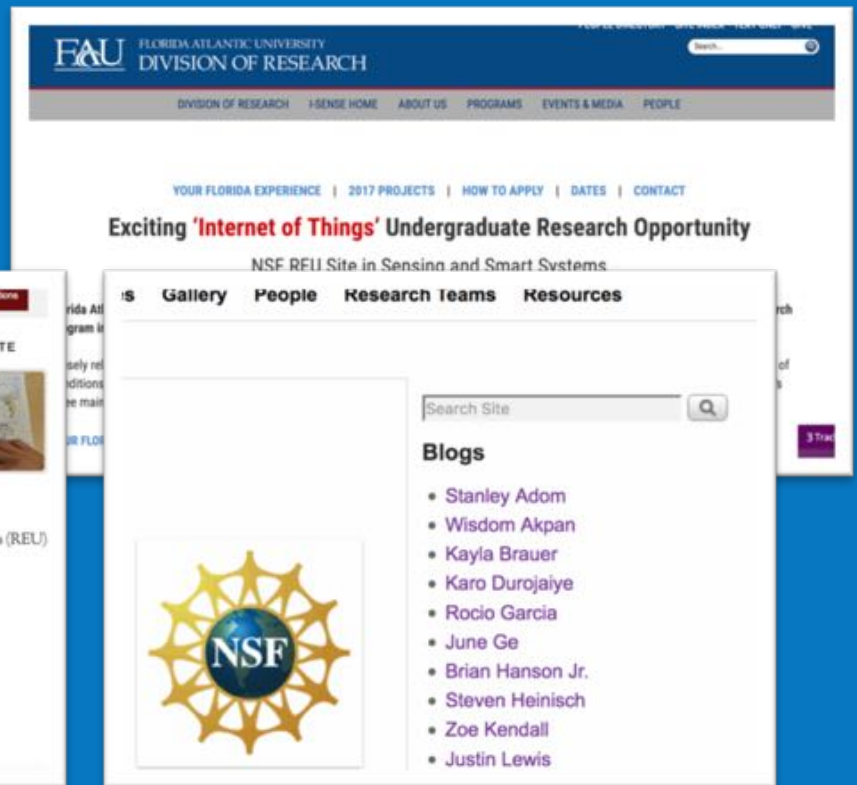
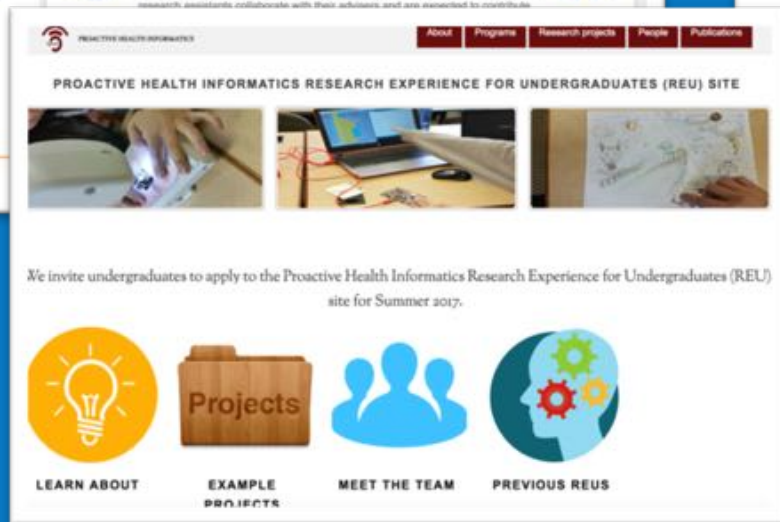


Best Practices for CISE REU PIs

Jamie Payton
Stephen Gilbert

March 23, 2017
NSF CISE REU New PI Workshop
Arlington, VA

Logistics



REU Website

Top Tips

For recruiting & application
For highlighting research
For building internal community



Recruiting

Top Tips

- Use national resources to reach diverse audience
- Post on dept/university website/social media
- Email department chairs/academic advisors

January
1

The image shows a screenshot of a web-based application form for the 2013 CISE REU Common Application & Applicant Pool. The form is titled "2013 Application Form" and includes instructions for applicants. It features a "Basic Information" section with fields for Name, Email, and Address. There is also a "Checklist" section with checkboxes for "Submitted", "Reviewed", and "Accepted". The form is displayed on a blue background.

Application Process

Top Tips

CISE REU Common Application & Applicant Pool
Google doc of REU sites still looking for applicants

March
1



Selection

Top Tips

Have a ranked list of top X to move quickly

Have a plan for Mentor input

Keep goals in mind

March
10



Notification

Top Tips

Notify students & give 5-7 day decision deadline
Send contract



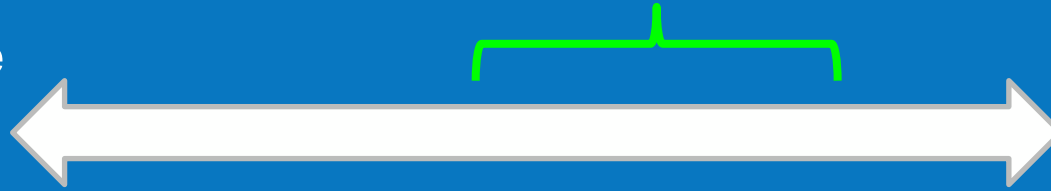
Welcome Packet

Top Tips

What to expect, what to pack
Booking travel to site & arrival logistics
Housing, parking, meals, & pay
Campus map & facilities access
Health: insurance, medical care, gym
Connect to other REU students, grad students, faculty



Hope you have
a good 10
weeks. Bye!



*in loco
parentis*

Create a Welcoming Community

Top Tips

Friendly documents

Connecting early to mentors & grad students



We will provide you a stipend of ...

We will provide a desk and Windows PC...

You should arrive on June 1...

You should not have a summer job or class...

I promise to participate in all activities...

I will abide by University regulations...

Contract

Top Tips

Dates of program

Policy for “vacation” & coursework

Forms

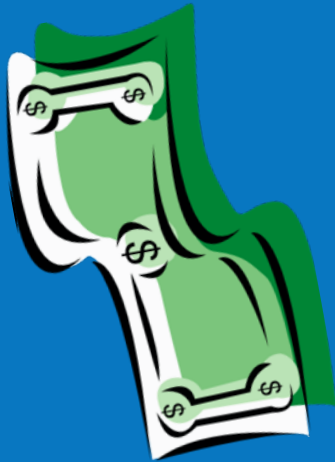
Consent (photos & data), proof of citizenship, banking,
medical & liability release, emergency contact



Housing & Parking

Top Tips

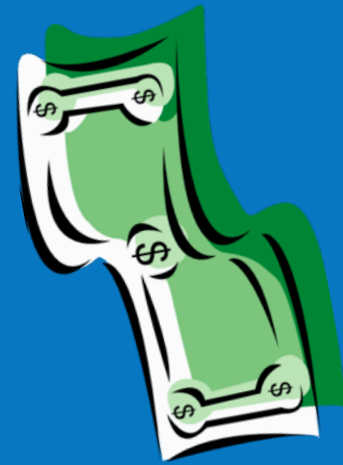
- Have local students welcome & help move-in
- House with other student programs
- Airport pickup/transportation
- Have an emergency contact



Arrive



4-5 weeks



~8 weeks

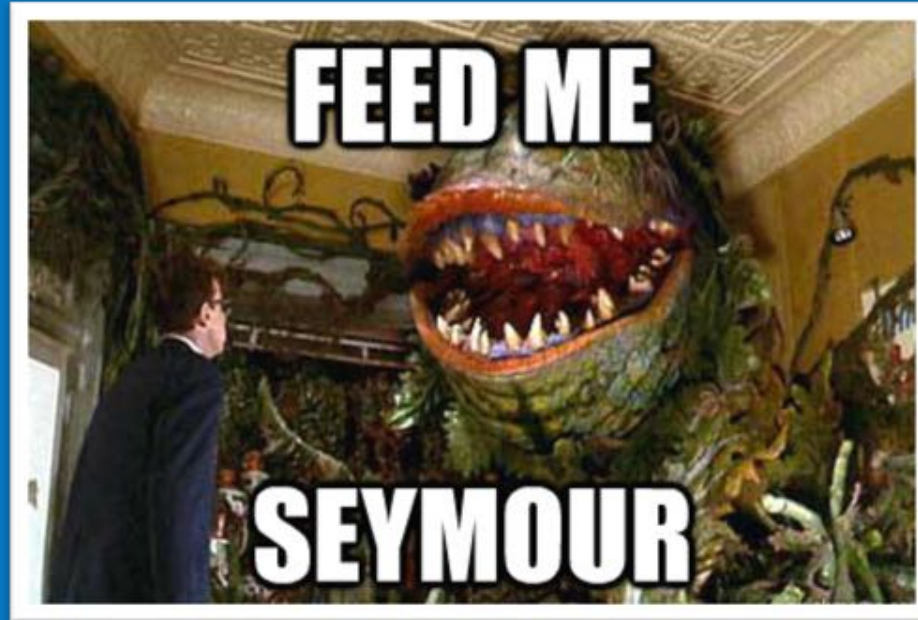
Payments

Top Tips

Students need money when they arrive

Pay in installments (25/50/25)

Stipend is preferred; check with HR



Food

Top Tips

Give students some flexibility

Ask faculty, department to sponsor informal BBQ

Account for symposium lunch in student food stipend



Homesickness

Top Tips

Give students highly structured tasks at first
Keep them busy, esp. with each other.
Acknowledge that it can happen



Pam Shill

May 28, 2014

The summer has begun! The SPIRE-EIT interns have arrived and it's time to begin the orientation activities. Former interns, what do you want our new interns to know before they begin this experience?



Monica Berron

February 21

Hi everyone! I have another job opening in Indianapolis for an HCI grad. 1-3 years experience, can be academic. Please feel free to contact me at mberron@apollopros.com or 443 891 0425 for a job description. If you are interested in the medical field/ medical devices, would be a good fit.



Like



Comment



Share

Student Tracking

Top Tips

Encourage/Form Social Media Group
Create a LinkedIn group for career tracking



Step 1: On separate sticky notes,
write down your top 3 questions.

“How do you help students that are homesick?”



Step 2: On separate sticky notes,
write down your top 3 tips to share with others.

“We provide social activities in week 1 to jumpstart community.”

5 minutes to write