### Detailed sample of REU program yearly to-do list

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##### JANUARY

* Set up your website with program dates and application procedure
* Advertise your site: recruitment visits and talks, emails, flyers, etc.
* Start working on project topics and mentors
* Register and submit information for PI meeting

##### FEBRUARY

* Revise applications received
* Finalize projects and select mentors
* Talk to mentors about the program: dates, expectations, etc.
* Talk to program evaluator and set up data collection for evaluation
* Make travel arrangements for PI meeting

##### MARCH

* Close application and organize application information
* Send letters of acceptance/rejection
* Finalize student lineup (obtain proof of citizenship or perm residency)
* Start planning site activities (speakers, visits, trips, workshops, fun, etc.)
* Coordinate activities with other REU programs on campus (welcome ceremony)
* Finalize evaluation instruments (surveys, questionnaires, etc.)
* Attend PI meeting

##### APRIL

* Email students with general information (airport pickup, dress code,  
  payment schedule, dorm information, first day of work date, etc.)
* Make travel arrangements including pickup of students
* Make housing and meal arrangements
* Process student IDs
* Set up payment procedure and schedule
* Finalize site program

##### MAY

* Set up labs (computers, access, any other hardware/software, etc.)
* Set up email accounts
* Pick up students from airport and take them to the dorms
* Take students to buy stuff for the dorms (grocery, etc.)
* Tour of campus
* Meet their mentors
* Get first stipend
* Welcome ceremony and Intro session about the program (activities, program, expectations, etc.)

\*\* **List of example activities:** \*\*

* Talk about graduate school and how to find funding for it
* GRE workshop
* How to prepare a good fellowship application
* Visits to sites/places of interest and fun and group building activities
* Technical talks from invited faculty
* How to write a good research paper
* How to do and present a good poster

##### JUNE

* Research starts
* Weekly surveys for program evaluation and weekly meeting with students
* Second stipend
* Mid-program presentations
* Submission of draft of research paper or poster

##### JULY

* Weekly surveys for program evaluation
* Have weekly meetings with students
* Third stipend
* Rent car to take student to airport
* End of program presentations
* Submission of poster
* Submission of research paper
* Poster competition and closing ceremony
* Dorms checkout
* Students return to their homes

##### AUGUST

* Send post-program survey for program evaluation
* Collect information for renewal (statistics, publications, etc.)
* Prepare material for NSF annual report
* Work on research papers

##### SEPTEMBER

* Send all program evaluation material to program evaluator
* Obtain evaluator annual report
* Finalize research papers and submit for publication
* Solicit faculty interest for upcoming summer

##### OCTOBER

* Prepare and submit NSF annual report
* Open applications for upcoming summer program

##### NOVEMBER

* Start working on website for next year

##### DECEMBER

* Determine dates for next year
* Start advertisement process