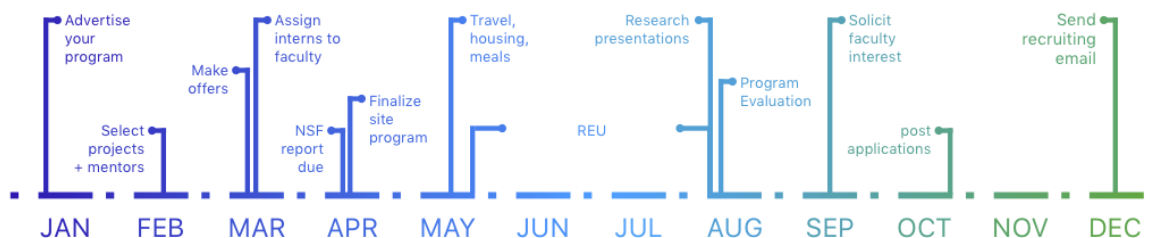# Detailed sample of REU program yearly to-do list

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