

Sample Checklist for Summer Research Projects

Summer/Early Fall

- Get organized!
- Be sure to discuss the potential of summer research experience with family and friends (Remember student participation in a summer program should be thought of as a full-time job (40 hours/week)).
- Update your resume (Don't forget about Career Services and The Saunders Writing Center).

Fall

- Stay organized!
- Learn how to request transcripts.
- Speak with potential recommenders (must have *strong* recommendations).
- Search for programs (add OUR I page link here).
- Note application deadlines and requirements (Excel spreadsheet?).

Early to Mid-Winter

- Decide which programs you want to apply to.
- Request 2 letters of recommendation (at least 2 months in advance of deadline).
- Craft your essay and/or cover letter (invest an hour or two). Then edit/revise it.
- Request transcripts.

Mid to Late Winter

- Complete and submit your applications (perhaps working on them during winter break).
- Follow up with recommenders.
- Recheck contact info for Spring semester (remember to use professional email address).
- Confirm that your whole application package was received.

Spring

- Check your email regularly!
- Consider all offers.
- Select a program and respond by deadline.

Early Summer

- Sign and return forms as applicable.
- Thank your recommenders.
- Be prepared for your summer program (create a checklist?).