*****PLEASE POST*****

General Timeline Guide

Woodrow Wilson Undergraduate Research Fellowship Program

Freshman Year:
* First and foremost, concentrate on getting used to being at Hopkins.
* Attend all of the Woodrow Wilson Program (WWP) meetings scheduled during the year. Since you are new to the Program you must attend all of the "New" meetings. They are specifically formatted to assist you with items that follow on this timeline. You will receive notification of those meetings dates, times and agendas throughout the year. You also have the option of attending any of the "Returning" meetings that may be of interest.
* Meet one-on-one with the Coordinator for the first time before the end of September. Meet again with her before the end of Fall Semester. Meet at least one more time with her before the end of Spring Semester. You must also meet with the Director before Spring Break.
* Allow the courses you are taking and/or the professors teaching you to inspire you into considering a topic or area for independent research. (There will also be other opportunities provided by the WWP to assist you in selecting your research topic and faculty Mentor.)
* Attend the Senior Poster Session on Homecoming Friday of Spring semester.
* If you have not already signed up a faculty Mentor and chosen a research topic, you should spend your first summer doing exploratory research laying the necessary groundwork for developing a topic to pursue in earnest.

Sophomore Year:
* Write a two to three page update on your research progress to date for submission to the WWP by the second week of Fall Semester. (Sophomores who are new to the Program are exempt from this requirement.)
* Attend all of the Woodrow Wilson Program (WWP) meetings scheduled during the year. You will receive notification of those meetings dates, times and agendas throughout the year. If you are a sophomore new to the Program you must attend all of the "New" meetings. You also have the option of attending any of the "Returning" meetings that may be of interest.
* If you haven't formally signed up a faculty Mentor to assist you with your research, you should consider who would be the appropriate professor to help you with your work. After having spent the summer reading about or developing a topic, you should be ready to speak with various faculty members. They can at least be resources in your work, even if one does not become your Mentor.
* Meet with the Coordinator of the Program before the end of October. This is critically important especially if your previous summer was not as fruitful as you had hoped. She can help redirect you to all of the resources – areas, departments, and faculty – that could be of greater assistance.
* Again, allow the courses you are taking and the faculty who are teaching you to inspire you.
* When you do find a professor who agrees to be your Mentor, you must turn in the Fellow/Mentor form to the Dean's Office. You account will be opened at that time.
*You must have a research topic and a faculty Mentor in place before the end of April.
* Attend the Senior Poster Session on Homecoming Friday of Spring semester.

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Before you can spend your funds a budget must be approved (signed) by
your Mentor, the Coordinator of the WWP, and the Director of the WWP.
<u>You must meet with the Director in order to get his signature on your budget.</u>

<u>You must also maintain a 3.0 cumulative GPA throughout your Fellowship.</u>

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Junior Year:
* Write a two to three page update on your research progress to date for submission to the WWP by the second week of Fall Semester.
* Attend all of the Woodrow Wilson Program (WWP) meetings scheduled during the year. You will receive notification of those meetings dates, times and agendas throughout the year.
* Meet with the Coordinator of the Program before the end of October, and again before the end of April. Meet with the Coordinator and Director whenever you have a budget that needs to be signed.
* Be prepared to conduct a brief (approximately five minutes) informal presentation/conversation on your research before the middle of April. These conversations will be open to all Fellows and Mentors and will be scheduled throughout Spring semester.
* Attend the Senior Poster Session on Homecoming Friday of Spring semester.

Senior Year:
* Write a two to five page update on your research progress to date for submission to the WWP by the second week of Fall Semester.
* Meet as a group with the Coordinator and Director before the end of October to review what you need to do in this final year of the Program.
* Be prepared to participate in a panel Fall semester for Returning Fellows' meetings pertaining to your research in the Humanities/Natural Sciences/Social Sciences.
* Meet one-on-one with the Coordinator of the Program before December.
* Meet by division by April.
* Meet with the Director of the Program before the end of April.
* Turn in a synopsis/abstract of your work (the final product) the week after Spring Break.
* Identify your equipment needs for the Poster Session by the beginning of April.
* Create and mount a poster on your research for the Poster Session on Homecoming Friday.
* Turn in your final product (at minimum it should be a paper with bibliography) to your Mentor and the WWP by April 15th.
* Settle your equipment account, either by turning in WWP purchased equipment or negotiating a depreciated purchase price, with the Coordinator by the beginning of May.
* Write a summary (minimum of five pages) of the WWP – your experiences and reflections on having been a Fellow for the past three or four years. Due by the end of finals of Spring semester.
* Attend the Woodrow Wilson Commencement the evening before Homewood's Graduation. This is for you, your families and Mentors. You will receive a special WWP medallion to be worn the next day with your cap and gown at Graduation.

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