

# THE 2016-2017 UNCF/MELLON UNDERGRADUATE PROGRAM

## TIMETABLE

### FALL SEMESTER TIMETABLE

#### AUGUST/SEPTEMBER 2016

- ❑ **(Juniors)** Share microteaching recordings with your mentors.
- ❑ **(Juniors)** Share and review a copy of your Summer Institute prospectus with your mentors.
- ❑ **(Juniors)** Mail or email transcripts to the UNCF/Mellon Programs Office by **September 9, 2016**.
- ❑ **(Seniors)** Make sure that transcripts (along with your annual report) were submitted to the Programs Office.
- ❑ **(Seniors)** Submit Junior Summer Project Summaries to the Programs Office by **September 9, 2016**.
- ❑ **(Seniors)** Begin the graduate school application process.
- ❑ **All fellows:** Meet with your mentors to discuss summer activities.
- ❑ **All fellows:** Make plans for regular meetings with your mentors.
- ❑ **All fellows:** Discuss with your mentors how you might use your semester stipend toward your research efforts.
- ❑ **All fellows:** Check with the UNCF/Mellon Programs Office to make certain your file is complete.
- ❑ **All fellows:** Mail/Email any updates of prospectuses and research topics by **September 9, 2016**.

#### OCTOBER 2016

- ❑ **Mentors Only:** 2016 UNCF/Mellon Programs Conference: Westin Buckhead Atlanta - Atlanta, GA, **October 6-8, 2016**
- ❑ **(Juniors)** Begin discussing the graduate school application process with your mentors.
- ❑ **(Seniors)** Plan either a classroom observation or a teaching experience with your mentors.
- ❑ **(Seniors)** Continue working with mentors on the graduate school application process.
- ❑ **All fellows:** Meet with mentors to discuss progress on research.

#### NOVEMBER 2016

- ❑ **Fellows Only:** 2016 MMUF Southeastern Regional Conference, hosted by Emory University and the UNCF/Mellon Programs: **November 11-13, 2016**  
Location: Atlanta, GA
- ❑ **(Juniors)** Begin discussing your summer plans with your mentors.
- ❑ **All fellows:** Encourage qualified sophomores to apply to the MMUF program. Share your experience as a fellow. Applications will be available at [www.uncfmellon.org](http://www.uncfmellon.org) and via mentors, campus coordinators and provosts.

#### DECEMBER 2016

- ❑ No deadlines

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### SPRING SEMESTER TIMETABLE

**ALL fellows are eligible to apply for travel stipends; Only SENIOR FELLOWS are eligible for GRE and Research stipends; Only Fellows accepted into the Program in 2013 and later are eligible for the International Research Stipends**

#### JANUARY 2017

- ❑ **(Juniors)** Accepted fellows will travel to the University of Cape Town/MMUF January Program.
- ❑ **All fellows:** Email or Mail transcripts to UNCF/Mellon Programs Office by **January 13, 2017**.
- ❑ **All fellows:** Talk to your mentors about getting involved in teaching-related experiences.
- ❑ **All fellows:** Work with your mentors to identify opportunities to present your research during the Spring semester.
- ❑ Deadline for applications for the Undergraduate Fellowship Program is **January 31, 2017**.

#### FEBRUARY 2017

- ❑ **(Juniors)** Continue discussing summer research plans with your mentors.
- ❑ **(Seniors)** Discuss your graduate school choices with your mentors.

#### MARCH 2017

- ❑ Announcement of new UNCF/Mellon Undergraduate Fellows (**March 17, 2017**)
- ❑ **(Juniors)** Independent Junior Summer Research Proposals are due to the Programs Office by **March 20, 2017**.
- ❑ **(Seniors)** Begin wrapping up research projects.

#### APRIL 2017

- ❑ **All fellows:** Make an effort to meet new UNCF/Mellon fellows on your campuses.

#### MAY 2017

- ❑ Junior Fellows' End-of-Year Report due **May 31, 2017** including:
  - ❖ Mentor's statement **and** Fellow's statement
  - ❖ Research Narrative (status of research effort) (2-3 page report)
  - ❖ Transcript
- ❑ Senior Fellows' End-of-Year Report due **May 31, 2017** including:
  - ❖ Mentor's statement **and** Fellow's statement
  - ❖ Research Abstract and Final Mellon research paper
  - ❖ Post-baccalaureate statement
  - ❖ Transcript
  - ❖ Loan Repayment Form (for fellows enrolled in a Ph.D. program)

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### SUMMER SEMESTER TIMETABLE

#### JUNE 2017

- ❑ **All fellows:** Annual Reports should have been received by the UNCF/Mellon Program Office. *Fall stipends will be withheld from fellows with missing or incomplete reports.*
- ❑ Undergraduate Summer Institute at Emory University, Atlanta, GA (**June 1-30, 2017**)

#### JULY 2017

- ❑ **(Juniors)** Deadline for the University of Cape Town/MMUF January Program application- **July 14, 2017.**
- ❑ **All fellows:** Email or call the Programs Office with any questions, concerns or updates.

#### AUGUST 2017

- ❑ **All fellows:** Update the Programs Office about any email, phone number and address changes.