

THE 2019-2020 UNCF/MELLON UNDERGRADUATE PROGRAM

TIMETABLE

FALL SEMESTER TIMETABLE

AUGUST/SEPTEMBER 2019

- ❑ **(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 6, 2019**
- ❑ **(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 6, 2019**.
- ❑ **(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 6, 2019**.

OCTOBER 2019

- ❑ **Mentors Only:** 2018 UNCF/Mellon Programs Conference: Grand Hyatt Washington, Washington, D.C. **October 17-19, 2019**
- ❑ **(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 2019

- ❑ **Fellows Only:** 2018 MMUF Southeastern Regional Conference, hosted by Rice University: **November 8-9, 2019**, Location: Houston, Texas
- ❑ **(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 and via mentors, campus coordinators and provosts.

DECEMBER 2019

- ❑ No deadlines

SPRING SEMESTER TIMETABLE

ALL fellows are eligible to apply for travel stipends; Only SENIOR FELLOWS are eligible for GRE and Research stipends. There is a limited amount of funding for International Travel Projects available to all fellows.

JANUARY 2020

- ❑ **(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 17, 2020**.
- ❑ **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, 2020**.

FEBRUARY 2020

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

MARCH 2020

- ❑ Announcement of new UNCF/Mellon Undergraduate Fellows (**March 16, 2020**)
- ❑ **(Juniors)** Independent Junior Summer Research Proposals are due to the Programs Office by **March 20, 2020**.
- ❑ **(Seniors)** Begin wrapping up research projects.

APRIL 2020

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

MAY 2020

- ❑ Junior Fellows' End-of-Year Report due **May 29, 2020** 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 29, 2020** 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)

SUMMER SEMESTER TIMETABLE

JUNE 2020

- ❑ **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, 2020**)

JULY 2020

- ❑ **(Juniors)** Deadline for the University of Cape Town/MMUF January Program application- **July 15, 2020.**
- ❑ **All fellows:** Email or call the Programs Office with any questions, concerns or updates.

AUGUST 2020

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