

Meeting Preparation

Let's say that your email was answered by the professor regarding undergraduate research opportunities and they want to move forward with a meeting - GREAT JOB! The work doesn't stop there, though.

Here is what to do next...

Tips:

- If you are meeting during a drop-in/office hours appointment, have an **introduction** and **specific inquiry** ready before you arrive.
- Make arrangements with faculty according to **their schedule preference**, not your own. Be prepared to arrange the date/time via a **support staff person or by email**. Alternatively, be prepared to stop in during the professor's office hours.
- Arrive on time (or **early**).
- Be prepared for the conversation by having read **previous research** by the faculty member.
- Show **enthusiasm** and interest in what they do.
- Be familiar with their **CV and academic papers**, and have a sense of what you might want/be able to do to contribute to their research or as a mentor to your own (thesis, independent study, etc).

*tips from University of Min.

