



DODGE FAMILY COLLEGE OF ARTS AND SCIENCES  
**STUDENT SUCCESS CENTER**  
*The UNIVERSITY of OKLAHOMA*

## **How to Ask Faculty Members about Undergraduate Research Opportunities**

Typically, email is the best way to ask a faculty member about undergraduate research opportunities. Please keep in mind that it may take some time to get a response since your email is not directly related to a course (in most cases). If you do not get a response to your email in 1 week, it is safe to send another email politely checking in on your initial outreach. Make sure your email is professional and well-written, check for spelling or grammatical errors!

In addition to writing this email, you should also look into the faculty members' previous research; 1) to be able to speak to them about it in a follow-up meeting if applicable, 2) to make sure their research aligns with your research interest. You should also have a sense of what you might want/be able to do to contribute to their research or as a mentor to your own.

## **Sample Email**

**Subject:** Undergraduate Research Opportunities

Dear Professor/Dr. (**always** assume the professor has a PhD),

My name is (\_\_\_\_\_) and I am (first/second/etc.) year student at the University of Oklahoma. I am interested in (mention your general career interests or specific discipline interests.). I hope to complete a (UROP/URECA/Directed Research/volunteer) research opportunity to (why do you want to do this research opportunity). I would like to set up a meeting to discuss your research interests and possible opportunities for mentorship.

[in this paragraph, you should discuss any background experience you have that might be relevant to this research and attract the attention of this prospective mentor. Also state the main reason(s) that you are interested in this research and what attracted you to this specific scholar.]

I would like to meet with you at your earliest convenience for a half-hour conversation. I look forward to hearing from you soon.

Sincerely,

[Your Full Name/Major/Student ID#]