

# BD Fellows

## Graduate Student Preparation Project

The BD Graduate Student Preparation Project was instituted for UMBC's BD Fellows in 2005. This project is designed to allow students to think about and plan time management, study strategies, research, and connections between fellow researchers.

### Directions --Part A – *Summary of What You've Learned*

- Submit a summary of at least 1 page describing what you learned during the past year. Include classroom knowledge, information from seminars, community building experiences. (Use Microsoft Word, 12 point font, Times New Roman)
- Create or update your LinkedIn Profile. If you have an additional website (through UMBC, your department, or other platform, update that as well.)
- Connect to at least 5 BDs from UMBC (past or present) on LinkedIn.
- Update your CV.
- Email to [marylandbridgetothedoctorate@gmail.com](mailto:marylandbridgetothedoctorate@gmail.com). *Include the 1-page summary and the CV as attachments. Put the links to your website and your LinkedIn Profiles into the body of the email.*
- The SUBJECT of your email should be: **BD Grad Prep Project, Pt A.**

### Directions -- Part B – *Reflection and Future Planning*

- Submit a cover page with your student identification information, centered on the page.

Name

Department

Advisor (Use GPD if an advisor has not been established)

Advisor's Contact Information

Your Contact Email/Phone number

- Thoroughly complete each of the sections described below on *Study Strategies, Research Preparation, Research Planning, Community Building*, and the *Conclusion*.
- Use Microsoft Word, 12 point font, Times New Roman
- Your documents should be "journal" worthy, or ready for public viewing. Answers should be thorough and stand-alone. They should be self-explanatory and should not require the asking of additional questions to understand the answer.
- Email your finished document to [marylandbridgetothedoctorate@gmail.com](mailto:marylandbridgetothedoctorate@gmail.com).

Include a short 1-2 sentence introduction in the text of your email. The SUBJECT of your email should be: **BD Grad Prep Project, Pt B**. Complete the sections by the deadline.

It includes completion of all of the items below.

***Study Strategies, Research Preparation, Research Planning,  
Community Building, and Conclusion.***

***Complete the following sections***

**1) “Study Strategies”**

- a) **TIME MANAGEMENT.** Create a schedule and time management strategy.
  - i) Include free time, research and lab/TA/GA time (as applicable), classes, and meetings with your advisor.
  - ii) Discuss the way that you will use the Guaranteed 4.0 Plan to get a 4.0.
  - iii) Address alternatives for overcoming challenges, e.g. difficulties meeting with professors, needs to read extra materials, balance between home and school.
- b) **STRATEGY.** Develop and discuss your specific study strategy.
  - i) Discuss the strengths and weaknesses of your approach as it applies to graduate study.
  - ii) Include reasons why it may not work.
  - iii) Suggest an alternative strategy for your weaknesses.

**2) “Milestones”**

- a) **PAST.** Make a list of milestones that you have completed this academic year.
  - i) Include GPA per semester plus overall GPA, classes completed, and other milestones completed during Fall or Spring.
  - ii) Include a list of fellowships that you applied for during Fall -Spring. Attach a copy of the email that you received describing the outcomes from your fellowship pursuits.
- b) **PRESENT and FUTURE** List milestones that will be completed within the coming year. Include items such as Ph.D. proposal, qualification exams, M.S. Thesis, M.S. Defense, Fellowships that you will apply for, etc.
  - i) This summer
  - ii) Fall
  - iii) Spring

**3) “Research Preparation”**

- a) **LITERATURE SEARCH.** Conduct a literature search of your research interest topics.
  - i) Submit a list of bibliographic references that you expect to use in your research.

- ii) Create an annotated bibliography from at least 10 of these references.
- iii) Use the style that is used in your field. This will probably be either APA or IEEE.  
Look at your advisors' papers and those of professors in your department. Ask your advisor and others in your lab about the appropriate format for your lab.
- iv) Resources for Annotated Bibliographies:
  - (1) <http://owl.english.purdue.edu/owl/resource/614/01>
  - (2) <http://olinuris.library.cornell.edu/ref/research/skill28.htm>
- b) **PROFESSORS' PUBLICATIONS.** Begin to gather copies of publications written by your PI/Advisor/person in your department with research interests that are similar to your own. NOTE: *These are for your personal library of papers. Do not submit these articles; Do use them to complete the sections below.*
  - i) Create a preliminary annotated bibliography of 10 of your current or potential PI/advisor's publications
  - ii) Cite 5 bibliographic references from at least two other professors in your department or another department with interests that are similar to your own.
  - iii) Include a one paragraph summary of each of these professors' research.  
NOTE: *The annotated bibliography in part 2a should not be identical to the annotated bibliography in part 2b.*

#### 4) ***“Research Planning”***

- a) **ABSTRACT.** Write a 1 paragraph abstract of your research interests (do not exceed 200 words)
- b) **PRESENTATION.** Describe new things that you learned (or previous things that were reinforced) through your GSA presentation experience. If you presented at another conference or meeting during the academic year, please share that experience. Discuss tips that you learned from Scott Morgan's Public Speaking seminar.
- c) **CONFERENCES.** Make a comprehensive list of all of the relevant conferences in your field.
  - i) Record upcoming abstract due dates from the “Call for Papers” section of the conference announcements. Talk with other students in your department or in your field anywhere in the world to learn about available opportunities.
  - ii) Include hyperlinks for the upcoming conferences as well as copies of each conference's “Call for Papers.”
  - iii) Talk with your advisor/PI/GPD about future conferences that you'd like to attend. Record the highlights of your conversation. Include both your talking points and the outcome of the conversation.
- d) **CONFERENCE FUNDING.** List at least 5 potential conference funding mechanisms (e.g., some conferences sponsor graduate students via scholarships or travel fellowships, some professors will allow graduate students to write a grant for travel, the GSA has grants for graduate students.)
- e) **LOCAL SEMINARS.** Talk with your graduate program director, advisor, and professors in your department to ask about upcoming seminars that your department will sponsor or recommend for graduate students. List and describe these upcoming workshops or ideas

for talks. Include names of all of the professors who provided recommendations and information.

## 5) ***“Community Building”***

- a) **CURRENT -- BD GROUPS.** Interview each member of your BD cohort and discuss his/her research interests in one paragraph.
- b) **PAST -- BD GROUPS.** Interview at least two “senior” BDs about their experiences in graduate school and their research. At least one of the BDs must be from College Park. No “senior” BD can be interviewed more than twice. Two of BDs may be from UMCP, but you may not interview more than one BD from UMBC.

## 6) ***“Conclusion”***

Write 2 paragraphs that will explain your reasons for pursuing a Ph.D. Be detailed. Discuss the research. Explain your desire from a research and science/engineering perspective. This paragraph will be shared with your advisor and with your Graduate Program Director. Discuss your current research interests in context with what you’ve learned. Think about future directions for your research, and what you want to study over the next few years.

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*For additional resources, please check the RESOURCES page of <http://umbc.edu/lsamp/BDFellows.html>*

*If you don’t already have the following resources, please purchase them:*

- Guaranteed 4.0: <http://www.amazon.com/Guaranteed-Donna-Johnson-Y-C-Chen/dp/0974264806>
- Speaking about Science: [http://www.amazon.com/Speaking-about-Science-Creating-Presentations/dp/0521683459/ref=sr\\_1\\_1?s=books&ie=UTF8&qid=1337956691&sr=1-1](http://www.amazon.com/Speaking-about-Science-Creating-Presentations/dp/0521683459/ref=sr_1_1?s=books&ie=UTF8&qid=1337956691&sr=1-1)
- Knockout Presentations: [http://www.amazon.com/Knockout-Presentations-revised-Diane-DiResta/dp/1886284253/ref=sr\\_1\\_1?s=books&ie=UTF8&qid=1337956746&sr=1-1](http://www.amazon.com/Knockout-Presentations-revised-Diane-DiResta/dp/1886284253/ref=sr_1_1?s=books&ie=UTF8&qid=1337956746&sr=1-1)
- The Elements of Style: [http://www.amazon.com/Elements-Style-4th-William-Strunk/dp/0205313426/ref=sr\\_1\\_1?s=books&ie=UTF8&qid=1337956777&sr=1-1](http://www.amazon.com/Elements-Style-4th-William-Strunk/dp/0205313426/ref=sr_1_1?s=books&ie=UTF8&qid=1337956777&sr=1-1)

*These books may still be available in the UMBC bookstore.*