Communication
Etiquette and Scholar Responsibilities

McNair Scholars Program
University of California, Santa Barbara
Mission Statement

The Ronald E. McNair Scholars Program is dedicated to the success of low income/first generation college students and students from underrepresented groups who aspire to graduate studies, and who seek to diversify the professoriate.
You are a McNair Scholar...

Think about the mission statement...
- What and who are you representing?
- Why do you want to be a graduate student?
  - You are going to want to be successful
  - You are going to have to work hard to be successful
- You will be a PhD
Audience and Adaptation

How will you represent the McNair Scholars Program in relation to the following?

- Administration
- Faculty/Staff
- Graduate Students
- Peers
Communication Styles and Your Responsibilities

- What do you believe is your communication style?
- **Communication is a skill. You must work at it.**
  - Communication styles differ
  - Negotiate communication styles
    - (i.e. Faculty vs. Peers)
- **In order be a good communicator you must... communicate!**
  - Reply, prompt response, acknowledge prior comments/feedback.
- **Strategies:**
  - star/bookmark/flag, write it down,
Different Types and Arenas of Communication as a McNair Scholar

- Networks
- Faculty mentors
- Letter of recommendation
- Potential graduate program
- Program visitations
- Funding
How to Communicate for your Professional Development

- Email
  - Be respectful
  - Use proper titles
  - Check spelling and grammar
  - Provide specifics
  - Be respectful
Exercise Email

Hey,

My name is bob and I saw your page on your schools website. I think I might apply to the program—can you tell me about your research? Get back to me ASAP.

Bob
How to Communicate

- In Person Interactions
  - Who are you representing?
  - Properly acknowledge
  - Present yourself in an appropriate manner
  - Body language
  - Be confident!
Role Play

You want to approach a professor you are interested in working with. How do you begin the conversation?
Now what?

- Now that you have connected...
  - Follow-up!
  - Maintain a good and professional attitude
  - Be prepared to meet your obligations and work hard!
Take away message...

- Communication skills are key to your success in:
  - Graduate School
  - Career
  - Life
- How would you like people to communicate with you when you are a PhD?
Remember What You Represent

- Ronald E. McNair
- University of California Santa Barbara
- Underrepresented or First Generation and Low-Income