

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...

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

Audience and Adaptation

- o How will you represent the McNair Scholars Program in relation to the following?
 - o Administration
 - o Faculty/Staff
 - o Graduate Students
 - o Peers

Communication Styles and Your Responsibilities

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

Different Types and Arenas of Communication as a McNair Scholar

- o Networks
- o Faculty mentors
- o Letter of recommendation
- o Potential graduate program
- o Program visitations
- o Funding

How to Communicate for your Professional Development

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

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

Role Play

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

Now what?

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

Take away message...

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

Remember What You Represent

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