

EECS REFS Program Application

EECS REFS play an important role in the EECS graduate community. EECS REFS serve as a resource for graduate students in dealing with stress and conflict, and are trained to mediate conflicts between students. When appropriate, they may refer graduate students in need to the professional services offered by MIT.

To apply for this position, please do the following:

Interested graduate students should fill out the enclosed application form and return all three parts of the application together to the EECS Graduate Office in 38-444 before:

- Part I: EECS REFS Application – General Information (and Essay)
- Part II: EECS REFS Application – Student Petition Form
- Part III: EECS REFS Application – Research Advisor Consent Form

After submitting these forms, selected applicants will attend a meeting with existing members of the EECS REFS program to discuss their interest in an EECS REFS position. In addition, applicants will be given a few scenarios to gauge their ability to handle common mediator situations.

Upon receiving a recommendation from existing EECS REFS, successful applicants must be approved by the EECS faculty advisors. Successful applicants must then attend mediation and conflict resolution training as provided by Mediation@MIT before becoming a member of the EECS REFS program.

Please return the general information form, your personal statement, the signature sheet and the advisor consent form together to the EECS Graduate Office (Rm 38-444) before **Tuesday, November 27th, 2007 at 5 PM**. If you have any questions, please email Nancy Chen (nancyc@mit.edu).

Application Timeline

Tuesday, November 27th, 2007 at 5 PM

Interested graduate students return the EECS REFS Application in its entirety to the EECS Graduate Office in 38-444.

Friday, November 30th to Wednesday, December 5th 2007

Selected applicants who successfully completed the EECS REFS application will meet with existing EECS REFS to discuss their application and interest in the program. These meetings should last about 30 minutes.

Early December 2007

Successful applicants will be notified regarding the status of their application. Applicants may be required to meet with the EECS REFS Program Faculty Advisors before the status of their application is finalized.

Mid-January 2008

Approved applicants will meet with existing EECS REFS to organize the program for the Spring 2008 semester.

Late January 2008

Applicants will be required to attend the thirty-two hour mediation and conflict resolution training as prepared by Mediation@MIT.

February 2008

Applicants who finish the mediation and conflict resolution training will participate in the EECS REFS program for the Spring 2008 semester.

EECS REFS Roles and Responsibilities¹

EECS REFS play an important role in the EECS graduate community. EECS REFS serve as a resource for graduate students in dealing with stress and conflict, and are trained to mediate conflicts between students. When appropriate, they may refer graduate students in need to the professional services offered by MIT.

Before participating in the program, EECS REFS are required to attend the thirty-two hour mediation and conflict resolution training prepared by Mediation@MIT.

EECS REFS act as mediators/counselors, liaisons, and advocates for EECS graduate students. As mediators and counselors, they offer guidance on issues brought forth by students. As liaisons, they provide information about the professional resources available at MIT. Finally, as advocates, they inform the EECS REFS faculty advisors and the EECS department of concerns facing the graduate student community.

In addition to the above responsibilities, EECS REFS may be required to periodically prepare and host social events. These events allow students to become more familiar with the EECS REFS. Events may also be held to highlight a particular professional service (e.g. the Center for Health and Wellness) offered by MIT.

Meetings are held once a month to discuss the current status and future direction of the program. During these meetings, information is exchanged regarding recent cases (while maintaining confidentiality) as well as department and Institute activities of interest. Members propose, discuss, and plan future initiatives; the associated workload is then distributed appropriately. Meetings may also include professional development activities, for example meeting with and learning more about the MIT Ombuds Office.

It should be emphasized that the primary role of students involved in EECS REFS remains that of graduate researcher. That said, EECS REFS should be available to meet with students as needed and fulfill their other duties within the program. If a REFS member is unable to devote sufficient time to the program, he/she may be asked to step down from the position, with the possibility of reinstatement subject to the permission of the EECS REFS faculty advisors. Conversely, if a REFS member feels overburdened (e.g., by a specific student who seeks advice on a very frequent basis), he/she should contact the faculty advisors for assistance.

EECS REFS meet at least once a semester with their faculty advisors to formally discuss the program and noteworthy issues facing the graduate community. The faculty advisors monitor the effectiveness of the EECS REFS program and make recommendations as needed.

¹ The “Roles and Responsibilities” section of this document was adapted from the “(Graduate Resident) Tutor Roles and Responsibilities” written by W. B. Watson on September 9, 2002. This original document can be found at: <http://web.mit.edu/slp/about/grt-roles.shtml>

Part I: EECS REFS Application – General Information

Please return this sheet, your personal statement, the signature sheet and the advisor consent form together to the EECS Graduate Office (Rm 38-444) before **Tuesday, November 27th, 2007 at 5 PM**. If you have any questions, please email Nancy Chen (nancyc@mit.edu).

GENERAL INFORMATION

PERSONAL DATA

Last name: _____ First name: _____

Local Address: _____

MIT Office Address: _____ Phone: (Home) _____ (MIT) _____

Gender: _____ E-mail Address: _____

What languages do you speak? _____

What activities, programs, groups (both MIT-affiliated and non-MIT affiliated) do you expect to be involved in the next 12 months?

How did you hear about the position? _____

ACADEMIC HISTORY

Undergraduate Institution _____ Years Attended _____

Undergraduate Major(s) _____

Year entered Graduate Program _____ Laboratory: _____

Graduate Area: _____ Anticipated Final Degree (circle one): M.Eng. / S.M. / Ph.D.

PERSONAL STATEMENT

Please write a **short** personal statement that will enable those reading it to get to know you. Include information about your interests and hobbies, college and community activities, volunteer work, leadership experience and/or any other relevant information. Also, briefly explain your reasons for applying for the EECS REFS position. Your statement should be no longer than one page (about 500 words max), typed, on a separate sheet of paper.

Part II: EECS REFS Application – Student Petition Form

EECS REFS play an important role in the EECS graduate community. EECS REFS serve as a resource for graduate students in dealing with stress and conflict, and are trained to mediate conflicts between students. When appropriate, they may refer graduate students in need to the professional services offered by MIT.

Applicants for the EECS REFS Program are required to obtain at least 10 signatures from EECS graduate students (with at least 5 signatures from students in their laboratory) indicating the signer's support of their will to participate in the program.

By printing and signing my name below, I support fellow EECS graduate student _____ as a potential member of the MIT EECS REFS Program.

Print Name Below

Sign Name Below

- | | | |
|------|-------|-------|
| (1) | _____ | _____ |
| (2) | _____ | _____ |
| (3) | _____ | _____ |
| (4) | _____ | _____ |
| (5) | _____ | _____ |
| (6) | _____ | _____ |
| (7) | _____ | _____ |
| (8) | _____ | _____ |
| (9) | _____ | _____ |
| (10) | _____ | _____ |

Please return this sheet with the other parts of the application to the EECS Graduate Office (Rm 38-444) before **Tuesday, November 27th, 2007 at 5 PM.**

Part III: EECS REFS Application – Research Advisor Consent Form

EECS REFS play an important role in the EECS graduate community. EECS REFS serve as a resource for graduate students in dealing with stress and conflict, and are trained to mediate conflicts between students. When appropriate, they may refer graduate students in need to the professional services offered by MIT.

Applicants are required to obtain written approval of participation from their research advisor before participating in the program. Please return this consent form with the other parts of the application to the EECS Graduate Office (Rm 38-444) before Tuesday, November 27th, 2007 at 5 PM.

My graduate student _____
and I have discussed the essence of, and their will to apply for, the EECS REFS Program. This student is in good academic standing and is aware that the time spent as a graduate student mediator should not detract from his/her research and scholarly activities.

Research Advisor Signature

Date