

February 16, 2017

## EECS REFS Program Application

EECS REFS (Resources for Easing Friction and Stress) serve as a resource for EECS graduate students in dealing with stress and conflict. We can help students to better understand and more effectively manage difficult situations, and can mediate disputes between students when appropriate. We may also connect students to other resources for further assistance.

To apply for a position in the program, please follow the instructions below:

- 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:
  - o Part I: EECS REFS Application – General Information (and Essay)
  - o Part II: EECS REFS Application – Student Petition Form
  - o 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 scenarios.
- Upon receiving a recommendation from existing EECS REFS, applicants must be approved by the EECS REFS faculty advisors. Successful applicants must then attend mediation and conflict resolution training as provided by Conflict Management@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 **Wednesday, March 1, 2017 at 5 PM**. If you have any questions, please email [eeecs-refs@mit.edu](mailto:eeecs-refs@mit.edu).

## **Application Timeline**

### **Wednesday, February 22<sup>nd</sup>, 2017, at 6 PM**

EECS REFS will hold a recruitment information session in room 32-G449 (Stata Center, Kiva) where current REFS will describe the general responsibilities of being a member and the qualifications that are sought, and will answer your questions in this regard.

### **Wednesday, March 1<sup>st</sup>, 2017 at 5 PM**

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

### **Mid March/Early April 2017**

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

### **Mid April/Early May 2017**

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.

### **Summer 2017**

Successful applicants will be required to attend the forty hour mediation and conflict resolution training as prepared by Conflict Management@MIT in the summer. New REFS must attend all of the training sessions. The class will last two weeks and will meet daily for four hours per day. Dates: first two weeks of August.

### **September 2017**

Successful applicants who finish the mediation and conflict resolution training will formally join the EECS REFS program starting in the Fall 2017 semester.

## **EECS REFS Roles and Responsibilities<sup>1</sup>**

EECS REFS serve as a resource for EECS graduate students in managing stress and conflict, acting as coaches/mediators, liaisons, and intermediaries. As coaches and mediators, they help analyze issues and situations brought forth by students and identify appropriate courses of action. They are also trained to mediate conflicts between students when appropriate. As liaisons, they provide information about and may refer students to the professional services available at MIT. As intermediaries, they inform the EECS REFS faculty advisors and the EECS department of concerns facing the graduate student community.

Before participating in the program, EECS REFS are required to attend the forty hour mediation and conflict resolution training administered by Conflict Management@MIT. In addition, active REFS members are required to attend two hours of mediation-related training and/or seminars per semester to refresh their skills.

In addition to the above responsibilities, EECS REFS may periodically host social events and engage in other publicity activities aimed at increasing student exposure to and familiarity with the program. Events may also be held to highlight a particular professional service (e.g. the Center for Health and Wellness) available at MIT.

EECS REFS holds one to two meetings each month to discuss the current status and future direction of the program. During these meetings, recent cases may be discussed (while maintaining confidentiality) as a means of educating all members on particular topics. Members discuss participation in department and Institute activities of interest and also plan independent initiatives; the associated workload is then distributed appropriately.

Each EECS REFS member is expected to commit about 10 hours per month to the program on average. The normal expectation is for members to serve for at least two years, and often for the duration of graduate studies. That said, the primary role of REFS members remains that of graduate researcher. With this in mind, members are permitted to take semester-long leaves of absence from the program to focus on their other responsibilities. Other arrangements may be made at the discretion of the EECS REFS faculty advisors.

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.

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<sup>1</sup> 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 **Wednesday, March 1, 2017 at 5 PM**. If you have any questions, please email [eeecs-refs@mit.edu](mailto:eeecs-refs@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?

\_\_\_\_\_

What extracurricular activities or groups have you been a part of since you started the graduate program at MIT, and what has been your role within these groups?

\_\_\_\_\_

How did you hear about the position? \_\_\_\_\_

#### ACADEMIC HISTORY

Undergraduate Institution \_\_\_\_\_ Years Attended \_\_\_\_\_

Year entered Graduate Program \_\_\_\_\_

Laboratory: (circle all that apply) MTL / RLE /CSAIL / LIDS / LEES / other (please explain):

\_\_\_\_\_

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

Anticipated Graduation Date: \_\_\_\_\_

## **PERSONAL STATEMENT**

Please write a **short** personal statement explaining your reasons for applying for the EECS REFS position and why you think you would make a good REFS. Feel free to discuss any relevant skills or experiences. 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 (Resources for Easing Friction and Stress) serve as a resource for EECS graduate students in dealing with stress and conflict. We can help students to better understand and more effectively manage difficult situations, and can mediate disputes between students when appropriate. We may also connect students to other resources for further assistance.

Applicants for the EECS REFS Program are required to obtain at least 10 signatures from EECS graduate students indicating the signer's support for the applicant. Please include contact information for three of the signers who can serve as references. We may contact them to obtain more information.

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) \_\_\_\_\_

Email and phone number for reference 1: \_\_\_\_\_

(2) \_\_\_\_\_

Email and phone number for reference 2: \_\_\_\_\_

(3) \_\_\_\_\_

Email and phone number for reference 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 **Wednesday, March 1, 2017 at 5 PM.**

### **Part III: EECS REFS Application – Research Advisor Consent Form**

EECS REFS (Resources for Easing Friction and Stress) serve as a resource for EECS graduate students in dealing with stress and conflict. We can help students to better understand and more effectively manage difficult situations, and can mediate disputes between students when appropriate. We may also connect students to other resources for further assistance.

Applicants are required to obtain written approval 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 **Wednesday, March 1, 2017 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.

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Research Advisor Signature

Date