# EECS Communication Lab Fellow Application

Spring 2022

The EECS Comm Lab offers writing, speaking, and visual design support for technical communication — papers, presentations, figures, fellowships, faculty application packages, and more. Our staff are trained grad students and postdocs from the department, so they have technical depth as well as honed communication skills.

We're seeking several new members to join our team this spring! EECS-affiliated PhD students and postdocs who plan to be at MIT through at least May 2023 are encouraged to apply to be a Communication Fellow. This position is a great way to help your peers and to develop your own communication skills.

About the Communication Fellowship:
- Fellows will receive a stipend of approximately $240/month
- Fellows typically contribute 3-5 hrs/week towards Comm Lab related activities
- Fellows receive hands-on training throughout the first year on various communication tasks and best practices in coaching, mentoring, and giving feedback
- Fellows coach peers, develop workshops, create online content, and start innovative initiatives to meet communication needs of the department
- Fellows receive access to exclusive professional development events and 1-on-1 mentorship from the Comm Lab manager

More information is available at
https://mitcommlab.mit.edu/eecs/2022/02/16/apply-to-be-a-communication-fellow/

To apply for the Communication Fellowship, complete the application below by Monday, March 14 at 11:59pm Eastern time. You can expect to hear back about next steps in the application process no later than March 21.

If you have any questions, please don't hesitate to reach out at eecscommlab@mit.edu.

* Required

1. First Name *

_____

2.    Preferred Name

If you prefer to be called by a nickname or something other than what you listed as your first name, please enter that here.

_____

3.    Last Name *

_____

4.    Email address ("kerberos@mit.edu") *

_____

5.    What pronouns do you use? *

*Check all that apply.*

☐  She/her

☐  He/him

☐  They/them

☐  Prefer not to answer

Other: ☐  _____

6.    EECS-affiliated Lab *

*Check all that apply.*

☐  CSAIL

☐  LIDS

☐  MTL

☐  RLE

Other: ☐  _____

7.    Your Research Area(s) *

*Check all that apply.*

☐ Artificial intelligence

☐ Machine learning

☐ Natural language processing

☐ Computer vision/graphics

☐ Robotics

☐ Control theory

☐ Human-computer interaction

☐ Programming languages

☐ Systems/networking

☐ Security/cryptography

☐ Computer architecture

☐ Algorithms/optimization

☐ Theory of computation

☐ Quantum computing/engineering

☐ Communications systems

☐ Devices/hardware

☐ Nanotechnology

☐ Power electronics

☐ Energy

☐ Circuits

☐ Optics/photonics

☐ Signal processing

Other: ☐ _____

8.    Your PI(s)/Advisor(s) *

_____

9.    When did you come to MIT or start your current program? (Month/Year) *

_____

10.   When do you expect to leave MIT or finish your current program? (Month/Year) *

_____

11.   We ask that you please discuss this opportunity with your PI as soon as possible to make sure they would support your joining our program if accepted. We can't accept candidates without PI approval. Please indicate your PI's approval status at the time of submitting this application. *

You do NOT need approval before submitting your application, but your acceptance into the program is contingent on PI approval.

*Mark only one oval.*

( ) PI has approved my potential participation

( ) Still waiting to hear from my PI about approval

( ) Haven't yet talked with my PI about approval

12.   Please identify yourself as one of the following *

*Mark only one oval.*

( ) Domestic graduate student        *Skip to question 16*

( ) International graduate student        *Skip to question 13*

( ) Domestic postdoc        *Skip to question 14*

( ) International postdoc        *Skip to question 14*

International graduate students

13.   If you are an international graduate student, do you have an appointment as an RA or TA? *

*Mark only one oval.*

( ) Yes, I have an appointment as an RA or TA

( ) No, I do not have an appointment as an RA or TA

*Skip to question 16*

Postdocs

If you are a postdoctoral associate or fellow, you must confirm eligibility for the Communication Fellowship with your HR administrator, and (if international) the International Scholars Office. Confirm that there are no conflicts with your research sponsors, postdoctoral fellowship terms, and/or visa terms.
You do NOT need approval before submitting your application, but your acceptance into the program is contingent on the approval of these bodies.

14.    Have you confirmed eligibility with your HR administrator? *

*Mark only one oval.*

◯ HR has approved my potential participation

◯ Still waiting to hear from HR about approval

◯ Have not yet talked to HR about approval

15.    If you are international, have you confirmed eligibility with the International Scholars Office? *

*Mark only one oval.*

◯ ISO has approved my potential participation

◯ Still waiting to hear from ISO about approval

◯ Have not yet talked to ISO about approval

Communication experience and ideas

16.    Do you have any previous experience with the Comm Lab? *

*Check all that apply.*

☐ I've had a coaching appointment

☐ I've been to a Comm Lab workshop or event

☐ I'm completely new to the Comm Lab

Other: ☐ _____

17.    How did you find out about the Communication Fellowship? *

_____

18.    What's one communication need you've observed in the department, and what ideas do you have to address it? (100-200 words) *

_____
_____
_____
_____
_____

## Instructions for Essay

Your essay should be approximately 200-400 words and address all of the questions below. Through your essay, we're looking to get to know both you and your communication style, so pay attention both to what you say and how you say it. This is your opportunity to shine!

Why are you interested in being a Communication Fellow?
What has prepared you to be a Communication Fellow? Why are you a good fit for this position?
What aspect(s) of technical communication are you interested in? Why?
What do you think you might contribute to the EECS Comm Lab team?

19.    Enter your essay here *

_____
_____
_____
_____
_____

20.    Anything else you'd like to share?

_____

_____

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