

## Cohort Lead Tips

### On Emails:

- “Keep track of students' progress on an individual basis and send out relevant reminders/information to each person as needed instead of sending a mass email that may not apply to all of them.”
- “Be patient with them. You may have to send them multiple emails before they respond.”
- “If after reaching out to student three times and they have not responded to any of your emails, inform the Graf Intern the student is inactive – reaching out after that is no longer necessary.”

### When Meeting With Them:

- “This experience is supposed to be fun for both you and your students, so be creative and have a great time!”
- “Get to know students and talking about what they're up to outside of Certificate, as well as make yourself approachable and accessible by giving out your phone number and reiterating the fact that they can always reach out to you.”
- “Take the time to ask students about their academic standing, background, courses, and share your personal experiences.”
- “Have students sign up for required workshops (if they haven't) during your meeting.”
- “Help each student develop a timeline and stick to it.”
- “Use Google Sheets to keep personal track of the progress your students have made or not made.”
- “Go over how to use the website in detail during the first meeting. I also suggested the students to self-report any experiences during the meeting.”
- “Let the students pick the meeting location, making it more convenient for them.”
- “Schedule times that allow students to take as long, or as short, of a meeting time as they need (when possible).”

### Things to Consider:

- “I bought chocolates for the kick-off and gave it to my cohorts, I did it just to break the ice but later I realized that it was actually a very good way to create a welcoming environment and make them comfortable with me.”
- “Trying to understand the personal goals of my cohort participants was very helpful - it gave me an insight into who they are and who they want to be and I could recommend them resources. It also allowed me to make them understand the importance of this experience and how they can tailor it to themselves.”
- “You are a shepherd who lets the sheep wander. Do not hound them as the wolves do.”
- “Remind them that there will always be times where you must work with people you dislike. Part of being a leader is learning how do it gracefully.
- “Paint a picture of how the Certificate process is a map, not a checklist.”