

August

Advising:

Experience Report Components
 Approve posting of Experience Reports to VIH E-portfolios
 CEE Resources

September

Marketing:

Market the VIH Program on campus targeting students that identify with at least one of the five indicators of diversity.
 Hold VIH Info Sessions
 Supervise VIH awardees' 6 of 12 marketing hours

Advising:

Advise on CEE Ideas
September 7: Students submit their experience reports to their Campus Coordinators
By Fall Retreat: Campus Coordinators give awardees permission to post their Experience reports to VIH E-portfolios
September 30: Campus Coordinators approve CEE Idea Forms

This is to be used in conjunction with the word document version of the Timeline which contains additional related information.

October

Marketing:

Market the VIH program on campus targeting students that identify with at least one of the five indicators of diversity.
 Hold VIH Info Sessions
 Supervise VIH awardees' 6 of 12 marketing hours

Advising:

Current Cohort on CEE Ideas
October 7: Campus Coordinators approve CEE Approval Forms

November

November 1: Application Deadline

November 10: Complete Professional Development and Marketing Funds Survey found on For Coordinators page of VIH Website

November 2-24: Conduct Interviews

November 25: Deadline for Campus Coordinators to send scanned copies of awardees' standardized applications.

December

Advising:

CEE
 Program choices

January

Advising:

CEE
 Program choices
Beginning of the Month:
 Supplemental funding determined & notifications are sent
 Spring Marketing begins
 Mentoring Program begins
 Send Acceptance Letter and Agreement Form to awardees
 Set up a group meeting to review the Acceptance Letter and Letter of Agreement

Verify that awardees have sent a professional jpeg photo to be uploaded to the VIH E-portfolio

January 19:

Email copies of the awardees' signed Acceptance Letters and Agreement Forms

Verify that students have uploaded jpeg photos to VIH E-portfolio

January 30:

Confirm students admitted to approved study abroad programs
 Complete the Campus Coordinators' Survey
 Finalized list of students, programs, and scholarships is given to Heinz Endowments
 CEEs and CEE Reports Due

February

Important Events:

Letters to Presidents of VIH institutions are mailed
 Presidents of Institutions sign letters
 Follow up with appropriate point person in Institutional Advancement
Advising:
 Meet with students to go over their pre-retreat assignments and Goals & Action Plans
Marketing:
 Encourage applicants for next year

March

Marketing:

Encourage applicants for next year
Important Dates:
 Leadership Development Retreat: Global
 Exact dates available on retreats pages of VIH Website

Summer

Important Events:

Campus Coordinators' Meeting
 Cohort's International Experience