

Graduate School Fair Action Plan 2007

From Student Evaluations:

Increase Amount and Diversity of Schools Attending

- As this has been a problem for other universities in Northern Utah, we have developed a circuit (five graduate school fairs held in the same week) to help increase numbers of graduate school programs attending the fairs.
- Double the invitation list due to combining with all the universities in the circuit.
- Combining the invitation list will increase diversity of programs because of targeted graduate programs solicited by the other institutions.
- Specific school programs will be targeted through emails (June) and individual phone calls (July and September.)

Increasing Attendance of Students

- Send general email to all juniors and seniors advertising the event. One in September and one in October.
- Add more graduate students to the panel for the Graduate School Preparation forum.
- Increase advertising for the Graduate School Preparation forum.
- Design educational piece for the website on how to get the most out of the Graduate School Fair.
- Send messages to key faculty for announcing in their classes.
- Use table tents in the Hub that advertise both the Graduate School Fair and the Tech Expo

From School Representatives:

- Create better signage on campus for directions and parking
- Move to on-line payment system to make process easier
- Decrease the time of the fair from 9:30am to 2:00pm. (instead of 9:00am to 3:00pm)
- Create "Out to Lunch" signs for each table with a space to write when the representative will return to their table.