



## How Lunch and Learn Works (in 6 Easy Steps!)

**Step 1: Think about which professor you want to invite to *Lunch and Learn***

**Step 2: Download the Lunch and Learn Form from the MASS website: <http://mass.sdes.ucf.edu/docs/lunch-form.pdf>**

**Step 3: Invite the professor you selected out to lunch and have them sign the form**

**Step 4: Bring the completed form to MASS (Student Union, room 154) and we will give you your *Lunch and Learn* Meal Tickets.**

**Step 5: Lunch and Learn with your professor!**

**Step 6: Complete the on-line survey sent to you within 2 weeks of Lunch and Learn**

## Steps, Ideas and Suggestions:

### **IMPORTANT TIPS AND SUGGESTIONS:**

- Do your research about the professor/be prepared
- Be courteous, respectful and professional in all written and verbal communication with them
- Be on-time and make sure to follow through on all appointments (this is a must!)
- After the lunch and learn send your professor a thank you card and/or thank you e-mail
- Stay in contact with the professor

### **Step 1: Think about which professor you want to invite to Lunch and Learn**

- Invite a professor from your college that might have some of the same research or professional interests as you
- Invite a professor you have taken a class with or are currently are taking a class with that you enjoy taking classes from, would like to learn more from, or would like to discuss the class with
- Invite one of the professors in our list who share your interests or who might be in your college or a discipline you're interested in

### **Step 2: Download the Lunch and Learn Form from the MASS website:**

**<http://mass.sdes.ucf.edu/docs/lunch-form.pdf>**

- Fill out the form

### **Step 3: Invite Your Professor Out To Lunch and have them sign the form**

- Tell your professor about Lunch and Learn, why you would like to meet with them, and have them sign the form if they agree to meet with you. If they would like the MASS staff to explain the program further, let us know (and give us your professor's contact) and we'll be happy to explain the program to them.

Ideas of when you can ask a faculty member to Lunch and Learn:

- Ask him/her before or after class
- Go to his/her office hours
- E-mail him/her
- **Note: if you ask your professor to Lunch and Learn through e-mail, please make sure your e-mail is professional. Include a salutation. Introduce yourself and introduce the Lunch and Learn Program. Explain why you would like to meet with them. Make sure your grammar is correct.**

**What if they say no?:** If they cannot or do not feel comfortable attending Lunch and Learn, thank them and, if you are interested in meeting with them, let them know that you would like to attend office hours (and follow through).

### **Step 4: Bring the completed form (signed by your professor) to MASS (Student Union, room 154) and we will give you your Lunch and Learn Meal Tickets.**

- **Note:** If your professor agreed to meet with you for Lunch and Learn through e-mail, you can print out the e-mail response and attach it to your Lunch and Learn form—we will take that as his/her signature.

### **Step 5: Lunch and Learn with your professor!**

Possible Conversation Topics:

- Class material, projects, research, or assignments
- Career trajectory of the professor, interest in teaching, how he/she became a UCF Professor
- Specific topic of interest you share with your professor
- Your career goals and aspirations after graduation

### **Step 6: Complete the on-line survey sent to you within 2 weeks of Lunch and Learn.**