

Mentee/Mentor Expectations Worksheet

ENGE 5304: Graduate Student Success in Multicultural Environments

Use this worksheet to develop an understanding of what you expect to gain from and contribute to your mentoring relationships. By clarifying your own expectations, you will be able to communicate them more effectively to your mentors. Add items you deem important to the "other" lines.

The reasons I want a mentor are to: [Rank 1 (most important) to 5 (least important)]

- ☐ Receive encouragement and support
- ☐ Increase my confidence when dealing with professionals
- ☐ Challenge myself to achieve new goals and explore alternatives
- ☐ Gain a realistic perspective of the workplace
- ☐ Get advice on how to balance work and other responsibilities, and set priorities
- ☐ Gain knowledge of "dos and don'ts"
- ☐ Learn how to operate in a network of talented peers
- ☐ Other _____

I hope that my mentor and I will discuss: [Rank 1 (most important) to 5 (least important)]

- ☐ Academic subjects that will benefit my future career
- ☐ Career options and job preparation
- ☐ The realities of the workplace
- ☐ My mentor's work
- ☐ Technical and related field issues
- ☐ How to network
- ☐ How to manage work and family life
- ☐ Personal dreams and life circumstances
- ☐ Other _____

I hope my mentor will: [Rank 1 (most important) to 5 (least important)]

- ☐ Be open to my questions and to take time to think about them carefully
- ☐ Be patient with me because I am new to research
- ☐ Initially be directive but eventually let me design and do experiments on my own
- ☐ Challenge and encourage me
- ☐ Teach me basic research techniques/procedures and safety protocols
- ☐ Help me define a project that is doable, yet relevant, and that keeps me busy
- ☐ Help me understand the basic scientific concepts and study design underlying my project
- ☐ Understand when I need to take time away from research to focus on my coursework and allow me to take that time
- ☐ Help me network with other researchers in the group and/or discipline
- ☐ Other _____

The things that I feel are off limits in my mentoring relationship include: [check all that apply]

- ☐ Disclosing our conversations to others
- ☐ Using non-public places for meetings
- ☐ Sharing intimate aspects of our lives
- ☐ Meeting behind closed doors
- ☐ Other _____

Adapted from University of Michigan MORE mentoring resources

<https://rackham.umich.edu/faculty-and-staff/resources-for-directors/mentoring/>

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When it is safe (i.e., COVID19 risk is mitigated), I hope that my mentor and I will: [Rank 1 (most important) to 3 (least important)]

- ☐ Tour my mentor's workplace/explore various teaching or work sites
- ☐ Go to formal mentoring events together
- ☐ Meet over coffee, lunch, or dinner
- ☐ Go to educational events such as lectures, conferences, talks, or other university events together
- ☐ Go to local, regional, and national professional meetings together
- ☐ Other _____

I hope that my mentor will help me with job opportunities by: [Rank 1 (most important) to 3 (least important)]

- ☐ Opening doors for me to job possibilities
- ☐ Introducing me to people who might be interested in hiring me
- ☐ Helping me practice for job interviews
- ☐ Suggesting potential work contacts for me to pursue on my own
- ☐ Teaching me about networking
- ☐ Critiquing my resume or curriculum vitae
- ☐ Other _____

The amount of time I can spend with my mentor is likely to be, on average:

.5 1 2 3 4 (circle one) hours each week / every other week / per month (circle one)

The minimum amount of time I'd like my mentor to spend with me is likely to be, on average:

.5 1 2 3 4 (circle one) hours each week / every other week / per month (circle one)

As a mentee/trainee, I will: [check all that apply]

- ☐ Be present and punctual when we have scheduled meeting times
- ☐ Set the agenda for our scheduled meetings
- ☐ Work hard and give my best effort
- ☐ Manage my time efficiently and effectively when doing research
- ☐ Keep up with coursework, but let my mentor know if I need a break from research to focus on courses
- ☐ Make every effort on my own to understand what our research group does, but to ask questions when I do not understand
- ☐ Listen carefully, take notes, and follow instructions when being taught new techniques
- ☐ Follow all disciplinary ethics and safety procedures
- ☐ Gradually gain independence, but to regularly communicate with my mentor about what I am doing
- ☐ Be able to analyze my experimental data, generate logical conclusions based on that analysis, and propose future experiments, with assistance
- ☐ Work cooperatively, collaboratively, and respectfully with other members of the research team
- ☐ Be attentive and contribute during research group meetings
- ☐ Other _____