

Mentee Self-Assessment

As a mentee, do you do the following things?

✓ = I do this.

~ = I sort of (or sometimes) do this.

X = I don't do this.

Work Plan	
	Develop a work plan that includes both short-term and long-term objectives as well as a series of deadlines for completing each step.
	When modifications seem necessary, discuss these with your mentor and agree upon a new work plan.
	Contact your mentor at regular intervals (expectations vary by discipline and stage of study) to discuss your progress.
	Pursue additional training and experiences you need in order to achieve your professional goals.
Meetings	
	Show up for scheduled meetings on time.
	Accept responsibility for leading the meeting, raise issues and questions that your advisor can respond to.
	Be prepared with an agenda of topics that need to be discussed - and prioritize them so you are asking your most important questions first.
	At the conclusion of the meeting or through e-mail, summarize any agreements that have been reached. Also restate what you will be doing and what the mentor committed to do to assist you. Ask them to respond if they disagree with anything you have stated. Follow up on what you agree to do.
	If your mentor is facing a work emergency at the time of your meeting, offer to reschedule the meeting, shorten it, or handle the matter over e-mail. Be flexible, but remain committed to getting what you need in a timely manner.
	If you need to cancel a meeting, make sure that your message is left in a manner that reaches the professor. Do not rely solely on one form of message.
Critique and Editing	
	Clarify how often the faculty member will give you feedback about your general work and your progress.
	Read the books or articles your mentors suggest, and let them know what you thought about those suggestions.
	Ask when you can expect them to return papers. Find out if they tend to provide a lot of comments or very few, so that you won't be taken aback later on.

	Do not submit a draft to a faculty member in its roughest form (unless otherwise instructed by the professor.) Seek the professor's input once you are confident you have a presentable draft. Be sure to proofread the document carefully. If you have doubts about the quality of your work, ask a more advanced student to read your paper first. Ideally, this person should be familiar with both the professor and the topic so s/he can make remarks about the content and style.
	Do not ask professors to re-read an entire paper if only certain sections have been revised. Instead, mark the new or edited sections by underlining them, putting them in boldface, or by using a different font.
	If you disagree with a particular criticism, demonstrate that you are willing to consider that point. If after thinking about it for some time you still disagree, demonstrate your ability to defend your ideas in a professional and well-thought-out manner.
Professional Development	
	Attend departmental lectures and other activities such as job talks.
	Join professional associations and societies.
	Attend conferences and use these opportunities to network with others.
	Seek out opportunities to present your work in your department or through outside conferences, publications, performances.
	Attend teaching workshops and discipline-specific pedagogy classes.
	Take advantage of formal and informal opportunities to improve your understanding of research responsibility and professional ethics.
Portfolio and References	
	Maintain a professional portfolio in both electronic and paper-based versions that serves to document your accomplishments. Bear in mind that these can be used for a variety of purposes and should always be focused and concise.
	When requesting a reference, provide updated copies of your curriculum vitae and the location or copy of your portfolio for materials that can amplify the c.v.
	Leave clear written instructions as to when the letters are due and to whom to send them. Attach a stamped and addressed envelope for each letter. If you have several letters, create a calendar for your mentor that lists application deadlines.
	Provide a short description about the fellowship, grant, or program for which you are applying. Provide details about how you are structuring your application and what points you would like your mentor to emphasize.
	In case the professor misplaces the application materials, keep extra copies of all forms.
	Ask how your mentor prefers to be reminded of deadlines, if needed.