

Mentor expectations worksheet

Use this worksheet to develop an understanding of what you expect to gain from your mentoring relationships. By clarifying your own expectations, you will be able to communicate and work more effectively with your students. Add items you deem important.

The reasons I want to be a mentor are to:

- Encourage and support a graduate student in my field
- Establish close, professional relationships
- Challenge myself to achieve new goals and explore alternatives
- Pass on knowledge
- Create a network of talented people
- Other _____

I hope that my mentee and I will:

- Tour my workplace, classroom, center, or lab
- Go to formal mentoring events together
- Meet roughly quarterly, and that s/he will drop by my office as needed
- Go to educational events such as lectures or other university events together
- Other _____

I hope that my mentee and I will discuss:

- Academic subjects that will most benefit his or her career
- Career options and professional preparation
- The realities of the workplace
- My work
- Technical and related issues
- How to network
- How to manage work and family life
- Personal dreams and life circumstances
- Other _____

The things I feel are off limits in my mentoring relationship include:

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

I will help my mentee with job opportunities by:

- Finding job or internship possibilities in my department, center, lab, or company
- Introducing my mentee to people who might be interested in hiring him or her
- Helping practice for job interviews
- Suggesting potential work contacts to pursue
- Teaching about networking
- Critiquing his or her resume or curriculum vitae
- Writing letters of recommendation
- Other _____

The amount of time I can spend with my mentee will be, on average:

- 1 2 3 meetings per *quarter* (circle one)

Adapted from: Brainard, S.G., Harkus, D.A. and George, M.R. (1998), *A curriculum for training mentors and mentees: Guide for administrators*. Seattle, WA: Women in Engineering Initiative, WEPAN Western Regional Center, University of Washington.