

Stony Brook Graduate School Mentoring Plan

Open ended conversational prompts mentors/mentees can use to discuss and document.

What is our strategy for regular communication?

The best way to communicate is _____

Options: email, slack, text, WhatsApp, In-Person, etc.

We will meet every _____

Include frequency, length, and location/medium of meeting.

Topics of these meetings should regularly include _____

Topic: Progress/setbacks in dissertation research, upcoming workshops/conferences/events, possible concerns.

The "ground rules" for these discussions include _____

Options: Setting an agenda ahead of time, scheduling time in advance versus dropping in, ect.

What is our strategy for specific feedback?

The mentee can expect to receive feedback from their mentor regarding overall progress and scholarly activities every _____ in the form of _____

Options: During scheduled meetings, regularly scheduled documentation, ect.

The mentor can expect to receive feedback from their mentee regarding overall progress and scholarly activities every _____ in the form of _____

Options: During scheduled meetings, regularly scheduled documentation, ect.

I/you can expect a response within _____

Response time may depend on item(s) being reviewed. (chapters/manuscripts/other written work times may vary)

What is our strategy for difficult conversations?

If problems arise, we agree to _____

Options: Discuss issues with the Graduate Program Director,, the student’s academic advisory committee, the Graduate School, or the campus Ombudsman.

Our plan for evaluating our relationship effectiveness is _____

Options: Rubrics or written reports.

What is our plan for mentee professional goal setting and skill development?

The goal is to be more intentional about trainee goals and how the mentor can support those goals while understanding the trainee’s goals are their own. There should be a plan to identify long- and short-term goals.

Mentor/mentee will review goals every _____ and identify short-term and long-term goals and skills/abilities the student will focus on between goal review sessions.

It is suggested that long-term goal conversations occur at least once every year and include discussions on any steps/resources/training necessary to accomplish the goals.

We agree to use _____ to identify the mentees goals.

Options: Individual Development Plans or any other mechanism agreed upon by the mentor/mentee pair.

We agree the mentee should take advantage of opportunities on-campus including

Resources available: Exploring Career Ladders Program, Alda Center courses, etc.

We agree the mentee should take advantage of opportunities off-campus including

Options: Specific conferences, workshops, etc.