The Groups Scholars Program STEM Initiative will match first-generation, underserved student participants who major in STEM disciplines with faculty and graduate student mentors in the same or similar area of study.

1. Mentor and Mentee Requirements
Mentors and mentees are asked to communicate as often as possible and are encouraged to have a face-to-face meeting at least once every two weeks or at a timeframe agreed upon between the mentors and mentees. For example, the mentor and mentee may agree to meet weekly or once every three weeks. In addition, mentors and mentees are encouraged to have a minimum of one weekly communication over the telephone or by e-mail. The program requires a level of minimum participation by both mentors and mentees for the mentoring relationship to be effective.

A. Mentor Requirements

1. Establish initial contact with the protégé within one week of receiving the mentor/mentee match information by email.

2. Complete and sign the mentoring agreement with the mentee within one week of establishing the mentoring relationship. Send the document to the coordinator of the STEM Initiative in the Groups Scholars Office.

3. Meet in-person with the mentee bi-weekly or at a timeframe agreed upon between the mentor and protégé during the semester.

4. Maintain regular contact with the mentee, offering support, appropriate advice, and encouragement. Share stories about past academic and career experiences when relevant and valuable; refer the mentee to outside resources when necessary. It is important to share information about the nature of research, graduate school, graduate school preparation, and lab or research opportunities in the mentor’s department. In addition, offering tips on issues such as study skills, motivation, leadership skills, time management, diversity issues, and work/life balance issues is helpful. The relationship should focus on supporting and reinforcing the protégés strengths. Mentors should help bring out the positive and potential inherent in the mentee!

B. Mentee Requirements

1. Respond to the initial contact email from the assigned mentor within a timely fashion.

2. Mentees should respect the mentor’s time and have reasonable expectations of the mentoring relationship; expectations must be discussed between the mentor and protégé during the initial contact. Faculty and graduate student mentors can share their experiences and resources but are not equipped nor expected to be tutors, editors, or personal counselors.

3. Complete and sign the mentoring agreement with the mentor within one week of establishing the mentoring relationship.

C. Recommended Activities for Mentor and Mentee Pairs

- Meet for coffee or lunch. Mentees must be prepared to pay for their own coffee or lunch
- Invite mentees to your lab
- Invite mentees to a class
- Go to the library together
- Go to a movie
- Attend a workshop, seminar, or university function together
- Attend theater, dance, or concert outings
- Volunteer with your mentee
- Take a trip to a local museum
- Hike or bike around campus
Groups Scholars Program
Science, Technology, Engineering, and Math (STEM) Initiative
Mentoring Guidelines and Expectations

2. Program Expectations

A. Kick-off Event

At the beginning of the fall semester, the program will hold its annual kick-off event to signal the official start of the mentoring program for the academic year and to recognize all mentors and mentees.

B. Workshops and Events

The Groups Scholars Program will facilitate workshops and events to provide mentors and protégés with the requisite skills to make the mentoring partnership as successful as possible. During the initial workshop, documents and materials such as the partnership agreement will be distributed. The Groups Scholars Program will host workshop sessions, speaker series, and other events during the fall and spring semesters to impart practical knowledge about the STEM disciplines, lab and field research, study skills, motivation, leadership skills, time management, diversity issues, and work/life balance issues.

C. Program Evaluation

Mentors and mentees will participate in the ongoing evaluation of the program and complete an assessment survey at the end of each semester. Feedback from mentors and mentees is invaluable and critical for enhancing the quality of the mentoring program. The Groups Scholars Program STEM Initiative coordinator will monitor the mentoring pair relationships and assesses program needs and strengths.