

MENTOR

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The Mentoring Guidelines

<https://grad.ucdavis.edu/sites/default/files/upload/files/grad-council/mentoring.pdf>

Mentors and/or the advising system should provide, and students should acquire, a clear map of program requirements from the beginning, making clear the coursework requirements, and expected timelines for completion of all required examinations and capstone requirements



Definitions & Functions

Graduate Council: An Academic Senate Committee

The Office of Graduate Studies: An Administrative Unit

Graduate/Academic Advisor: Graduate Program/Group faculty provides program guidance

Graduate Administrator: Staff advisor, liason between student and Office of Grad Studies

Major Professor: Research Supervisor, Research Mentor, Chair of Dissertation Committee



Mentors responsibilities are...

1. Respecting their student,
2. Assisting students in the identification of support networks
3. Being a student's advocate and assisting in finding sources to support dissertation (TA-ships, research assistantships, fellowships, desk and/or laboratory space).
4. Addressing problems or challenges that could affect completion of the degree
5. Tailoring, modifying or adjusting the faculty member's mentoring style to the particular needs of each graduate student, to a reasonable extent.
6. Encouraging open exchange of ideas, empowering students to independent research
7. Checking regularly on progress - should not usually occur less than once per quarter.
8. Encouraging and giving feedback on all work
9. Providing and discussing clear criteria for authorship of collaborative research
10. Encouraging participation in professional meetings
11. Helping the student identify resources for career guidance, providing help with preparations of CV and job interviews, writing letters of recommendation
12. Empowering and encouraging the student in seeking their own career paths and supporting the student independent of the chosen career path
13. Participating regularly in mentorship training

Students responsibilities are...

1. Respecting their mentors
2. Seeking assistance from multiple individuals/organizations for mentoring because one faculty member may not satisfy all mentoring needs.
3. Understanding and clearly articulating their own mentoring needs
4. Respecting their mentor's other responsibilities and time commitments.
5. Communicating regularly with their mentors, especially their major professor.
6. Completing tasks in a timely fashion and following mutually agreed upon timelines and informing mentors about expected absences and delays before they occur.
7. Participating in departmental and graduate program/group community
8. Acting in a manner that will encourage professors to see them as colleagues.
9. Seeking constructive criticism and feedback on academic work.
10. Seeking information, exploring career options and developing clear career goals.
11. Participating regularly in mentee-ship training.

Mentoring at Critical Transitions (MCT) – Mentoring workshops organized by the Office of Graduate Studies:

<https://grad.ucdavis.edu/MCT>

Topic	Date and Time	Location	Register
2017-2018 Events			
Defining Good Graduate Mentorship: An Exploration of Perspectives	November 8, 2017 12:00 pm	Memorial Union - Garrison Room	Download the Seminar Notes
The Mentee Perspective: A Graduate Student Panel Discussion on Faculty-Student Mentoring	January 10, 2018 12:00 pm	Memorial Union - Garrison Room	
Enhancing Effective Mentorship: Discussion of Evidence-Based Mentoring Practices	January 23, 2018 9:00 am	Student Community Center - Multi-Purpose Room	
This Is Your Mind on Grad School: Supporting Mental Health in Graduate Students	February 14, 2018 12:00 pm	Memorial Union - Garrison Room	
Equity and Inclusion in Graduate Student Mentoring	March 14, 2018 12:00 pm	Memorial Union - Garrison Room	
The Seven Secrets of Mentoring Highly Successful Graduate Students	May 16, 2018 12:00 pm	Activities & Recreation Center Ballroom B	Register

Measuring and reporting student progress

- New online student progress report form (**SPA**) that is to be completed in collaboration between Mentor and Mentee and then provided to the Graduate Advisor
- Asks about formal mentor – mentee relationships (frequency of meetings etc), encourages open dialogue

Mentoring
Be a Mentor...Be the Difference

