A close up of a sign

Description automatically generated **Graduate Student Mentoring Plan**

*Template*

Graduate students and faculty mentors are encouraged to use this template to develop a mentoring plan that facilitates their work together.

**Tailor to your needs:** Modify and add elements to the template as needed to help you develop a plan that aligns with the structure of your academic program and that both the mentor and mentee understand and agree to.

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| **Student name:** |  | | **Plan creation date:** |  |
| **Degree and program:** | |  | | |
| **Faculty mentor:** |  | | | |

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| **MENTOR AND MENTEE INTERACTIONS AND COMMUNICATION** |
| **Mentor-mentee meetings**  Frequency of mentor-mentee meetings - How meetings are scheduled – Content/work to be addressed in the meetings - How the mentor and mentee will prepare for meetings |
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| **Communication practices and expectations**  Primary way that the mentor and mentee communicate - Alternate forms of communication to be used and when - Expectations for when and how to communicate outside of regular working hours |
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| **Providing and responding to feedback**  How the mentor will provide feedback to the mentee (i.e., in-writing, face-to-face discussion, both, other) - Expected timeframe for the mentee to receive feedback - Expectations for the mentee to address feedback |
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| **CAREER AND PROFESSIONAL SKILLS DEVELOPMENT** | |
| Guidance and support provided by the mentor: | What the student will do to develop career-readiness skills: |
|  |  |
| **DISSEMINATION OF RESEARCH, SCHOLARLY, OR CREATIVE WORK** | |
| Guidance and support provided by the mentor | What the student will do to disseminate and showcase research, scholarly, or creative work |
|  |  |
| **RESEARCH FUNDING/GRANT PROPOSAL PREPARATION** | |
| Guidance and support provided by the mentor | What the student will do to gain knowledge and skills on acquiring research funding |
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| **TEACHING AND MENTORING SKILL DEVELOPMENT** | |
| Guidance and support provided by the mentor | What the student will do to develop teaching and mentoring skills |
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| **TRAINING IN RESPONSIBLE CONDUCT OF RESEARCH** | |
| Guidance and support provided by the mentor | What the student will do to learn and practice responsible conduct of research |
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| **ROUTINE PERFORMANCE REVIEW** |
| When and how will the mentor provide a holistic review of the mentee’s progress (i.e., each semester, annually)? Does the review include a self-assessment component from the mentee? When and how is the review provided and discussed with the mentee, and how do the mentor and mentee use the review to impact the student’s progress and success? |
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By signing below, we, the graduate student mentee and faculty mentor(s), agree to meet the expectations of this mentoring plan. We will regularly (at least annually) review the plan and revise as needed.

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| Student name |  | Student signature |  | Date |
|  |  |  |  |  |
| Faculty mentor name |  | Faculty mentor signature |  | Date |
|  |  |  |  |  |
| Faculty mentor name |  | Faculty mentor signature |  | Date |