

U-RISE@NSU Mentor-Mentee First Meeting

Once mentee-mentor assignments have been made then the first step in the research experience will be for the two to meet. This is a required meeting and needs to be documented. At the first meeting the following topics need to be covered though the order is up to the mentor.

- 1) Discuss the research project¹ and what the first steps will be. As appropriate, background information should be provided (e.g., papers).
- 2) General lab considerations
 - a. Lab access
 - b. Lab work schedule
 - c. Required training (CITI, lab safety, other lab specific)²
 - d. Records (e.g., lab notebook, data archival, etc.)
- 3) Other
 - a. IDP (AAAS, <https://myidp.sciencecareers.org>)³
 - b. Register in the National Mentoring Research Network (<https://nrmnet.net>)⁴
 - c. Mentee review – 3 times / yr (end of term)⁵
 - d. Research seminar – once / yr⁶
 - e. Sign-off on first meeting

Sign-off

Meeting Date: _____

_____ Mentee's Signature	_____ Date	_____ Mentor's Signature	_____ Date
_____ Print Name		_____ Print Name	

¹Prior to this meeting, the Mentor(s) need to submit to Dr. Gannett a one-page description of the research proposed for the mentee for approval.

²Copies of the training certificates should be submitted to Dr. Gannett. The mentees should upload the certificate to their portfolio.

³Mentees need to create an IDP account and set up their IDP. A copy of the IDP Dr. Gannett, the mentee's mentor, and uploaded into the mentee's portfolio.

⁴Mentees need to submit the e-mail acknowledgement of their establishing an NMRN account to Dr. Gannett and upload a copy of this email to their portfolio.

⁵The reviews need to be conducted at the end of each term (Fall, Winter, Summer) using the Mentee Review form. The completed form must be e-mailed to Dr. Gannett and the mentee must upload a copy to their portfolio.

⁶One seminar on the Mentee's research must be given. The minimum audience will include the Executive Committee, all mentors with mentees, and all mentees. The supplied Seminar Rubrik must be used/completed and sent to Dr. Gannett. Forms will be collated, and they will returned to the mentee so that they can be uploaded to the mentee's portfolio.