



MODULE: EXPECTATIONS

MENTOR GUIDE

Checklist

Prior to meeting with mentee(s)

- Think through your expectations of your students – what skills and professional behaviors should they possess at the end of the semester.
- Decide if you want to use the presentation on email and social media (Presentation_Email_Social_Media_Etiquette.pptx). Although it may seem obvious to the mentors, many students have not gotten the message about controlling their professional image through social media and email.
- Familiarize yourself with module materials, including Expectations_Handout1_Email_Etiquette and Expectations_Handout2_Time_Management

Discussion with mentee(s)

- Lab Safety
- Email etiquette
- Time Management
- Lab Notebook and Documentation
- Research Planning
- Five-Minute Reflection

Suggested Schedule

1. Contact students and schedule first meeting
2. Introduce safety training
3. Discuss email etiquette, lab notebook, and research planning
4. Five-Minute reflection

Considerations

1. Think through your expectations of your students – what skills and professional behaviors should they possess at the end of the semester. Since these students are new to research, they likely don't have all these skills yet. This is the opportunity to set the foundation for their growth.



Research Experience and Mentoring

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2. Personal stories and experience mean a lot to the students. Consider talking about your excitement about research and how you started. Your stories of failure or challenge may help the students see that getting started in research takes patience and persistence.
3. Defining expectations about working hours and punctuality have been important in matching student and mentor expectations.