

NAME: _____

EAS Mentoring Meeting

Students are required to organize a one-hour mentoring meeting with their Advisory Committee in the first semester of their program at IU (including first semester of the PhD for students that transitioned from MS to PhD at IU). The purpose of the mentoring meeting is to provide an early opportunity for the student and advisory committee to become familiar with each other, discuss expectations and roles of the members (advisors, mentors, mentee), and discuss preliminary degree plans.

To assist this process, students should provide completed copies of this form to all committee members **at least 24 hours prior to this progress meeting**. After the meeting, a PDF of the completed and signed form should be submitted to the Graduate Services Coordinator (geolgrad@indiana.edu). This meeting should be completed the Friday before Thanksgiving break (if the student started in the Fall) or Spring break (if the student started in the Spring).

The format of the mentor meeting is a presentation, no more than 15 minutes long, by the student followed by group discussion. During the presentation students will provide a ~5 minute overview of their previous experiences (focusing on research and coursework) and a ~10 minute overview of their preliminary research and career interests, and goals. Here are some helpful guidelines for your presentation:

- Describe your background, college attended, degrees, courses taken, relevant skills, and research experience.
- Identify your primary research interest, including a motivating research question, and method(s) to address the question.
- Include preliminary plans for coursework, and minor (for PhD students)
- Identify possible conferences to attend, and research grant and funding/fellowship applications.
- Broadly discuss the known knowledge/technical gaps of your research interest
- What are your likely career options and what steps might you take to reach those goals?

In the follow-up discussion the student and committee should work together to complete the milestones calendar and discuss the mentoring questions.

MILESTONES CALENDAR

Students should complete this before the mentoring meeting, to the extent possible, and finalize during discussion at the meeting. Include tentative target dates that are critical to keep your degree program on schedule (e.g., annual reviews, funding opportunity deadlines, conferences, research goals)

| | Academic Year 1 | | | |
|--------|-----------------|----------|----------|----------|
| Fall | September | October | November | December |
| Spring | January | February | March | April |
| Summer | May | June | July | August |

MENTORING QUESTIONS

These questions should be discussed during the mentoring meeting. The student and advisory committee have the option to write down answers as a formal record of the discussion or leave unanswered on the document.

1. What expectations do the advisor and committee member(s) have of the mentee (e.g., publishing, obtaining research funding, role in project definition)?
2. What expectations does the student have of the advisor and committee (e.g., availability and guidance, timeliness of feedback, career guidance, project definition, financial support for research)?
3. Have you had a conversation with your advisor about work habits, time off, and summer funding?
4. How can we approach potential disagreements between student and advisor and/or committee members? Is the student aware of formal departmental processes for grievance and appeal?
5. How regularly will the student meet with their advisor and/or committee (e.g., frequency, time, agenda required, etc.)?
6. Do the advisor and committee members meet the students' mentoring needs? Are other mentors required?
7. Are there any additional opportunities and venues for research and career development? (e.g., conferences, workshops, meeting with collaborators, networking, career planning)
8. Are there special conditions that you need to be successful as a graduate student that you would like to discuss?

COMMITTEE COMMENTS

1. Any additional recommendations for the student?

2. Approval. Signatures indicate completion of the mentoring meeting and general agreement on the provided recommendations.

| | Signature | Date |
|--|-----------|-------|
| Research Advisor: | _____ | _____ |
| Advisory Committee member: | _____ | _____ |
| Advisory Committee member: | _____ | _____ |
| Advisory Committee member: | _____ | _____ |
| Minor Advisor [If known, but not required] | _____ | _____ |
| Student: | _____ | _____ |

All pages of this form must be duly completed, signed, and submitted as one .pdf file to the Graduate Services Coordinator, geolgrad@indiana.edu.