

Expectations for mentors:

For this program, mentors are expected to share their academic experiences with mentees in a respectful and supportive way. The success of the activities depends on having mentors that are committed to the development of the participating students. The mentors are expected to communicate the guidelines and rules for effective communication with the students, so there is effective communication and understanding for both parties.

It is important to highlight that the information provided by the participating students (data, figures, slides, personal issues, etc.) should not be openly shared by the mentors, unless they give express permission for it. It is important to recognize that mentors can have a lot of influence over the points of view of a graduate or undergraduate student. Hence, being cordial to the students is essential for the success of these activities and the progress of the involved mentees. Being mindful and respectful of differences in race, gender, sexual identity, etc. to foster an inclusive environment for the participating students.

Meeting expectations:

The expectation for the program is for mentors to meet with their mentees at least 10 times during the duration of the program by incorporating them into structured lab meetings. We also encourage one-on-one meetings to discuss specific topics. Some of the topics that mentors can provide guidance to both graduate and undergraduate students include (but are not limited to): specific technical questions, data analysis, steps to follow a career in academia, applications to graduate school or postdocs, funding opportunities and methods for appropriate communication of research (poster, talks, manuscripts, etc.).

The first meeting

In the first lab meeting that the mentee attends, please take the time to introduce everyone in the lab to them. We recommend asking the mentee what they want to get out of the program at this time. Survey data from both mentees and mentors indicate that they

What to expect from mentees: The distribution of graduate vs. undergraduate students in the program is usually 50/50. For undergraduates, it is common for them to seek support with grad school applications, guidance with ongoing research projects, and general academic mentoring. In the case of graduate students, many of them want to have an outsiders' perspective on how to move forward with their dissertation research, applying for funds and applying for postdoctoral fellowships. This experience

could be very influential and helpful for the mentee, since there will be some degree of similarity between the research of mentees and mentors.

Additional resources on mentoring and on how to conduct meetings:

- [Successful mentoring of graduate students](#)
- [Leadership and staffing](#)
- [Mentoring students from disadvantaged backgrounds](#)

Best practices for meetings with a mix of remote and in person participants:

As in-person meetings increase in frequency, please be respectful of remote participants. It can make them feel awkward if they are alone, and the rest of the group is in a conference room on one video. A best practice is to have everyone log into zoom and share their screen (if people are in the same room, have one person share their sound to prevent feedback).

Example: If 15 people are in the same room and 1 person is remote, have each person share their face on the screen so the remote person does not feel left out. One person in the group can share their sound, but everyone else should be muted.