## Mentoring Plan

The Mentoring Plan is designed as a template to be individualized by each mentee/trainee and mentor when they begin work together and revisited at least yearly. The goal of the template is to formalize the plan for the research mentoring relationship. It is designed to help communicate goals, expectations, and needs for a trainee to gain technical, scientific and professional skills as well as exposure to career paths and job functions necessary for developing a successful career.

**Mentee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Primary Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project/Focus Area(s):**

**Mentee’s Goals**

**Internship Goals:**

**Career Aspirations:**

**Project Goals and Internship Features**

**Description of Mentee’s planned project(s) for the upcoming term (semester/academic year)**

**Specific skills that will be needed to complete project** *(Describe the skills the intern will need to use in completing the tasks and project described.)*

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**Plan on how these skills are to be acquired** *(e.g. training in laboratory techniques and safety to be provided by primary mentor; attendance at workshops, online training modules, etc.)*

**Communication, Documentation, and Feedback Plan**

**Anticipated Meeting Schedule** *(Describe the frequency and logistics for meetings, may be one-on-one and/or group meeting, suggested frequency is 2x per week initially, then at least 1x week.)*

**Anticipated Avenues of Communication** *(Describe anticipated forms of communication, when each of these forms of communication are acceptable, for what purpose, and when a response is expected, e.g., phone, text, email, between the hours of 8 am and 5 pm on weekdays, after hours for time-sensitive matters only.)*

**Anticipated Documentation** *(Describe expectations about how intern will document progress and keep records of activities, e.g. lab notebook, online repository.)*

**Anticipated Presentations** *(Describe any checkpoints during the internship for presenting, e.g. group meetings, Symposium presentation and type of presentation.)*

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**Career Development & Job Exploration**

**Networking and Career Exploration**

*(Describe plans for how the mentor will aid their mentee in learning about the field and connect to others. May also share practices for how the mentor has built a network and uses that network.)*

**Evaluation & Feedback**

**Overall Evaluation**

*(Describe the accomplishments, skills development, and areas for improvement. To be completed yearly or more frequently)*

**Confidentiality and Mandatory Reporting**

Mentor-mentee relationships support both the mentor and mentees professional growth and success and often result in strong professional bonds and friendship. However, disclosures made within these relationships are not confidential and maintaining professional boundaries is critical to success.

As a reminder, all university policies and procedures must be followed. Additionally, mentors are considered mandatory reporters under campus policy, and must promptly report any known or suspected criminal activity, sexual misconduct, or protected class discrimination and harassment. Mentees who have concerns about professional boundaries are encouraged to contact {sponsoring office} to discuss their concerns.

**Signature of Mentee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Adapted from National Post-Doctoral Association “Mentoring Plan Template” .1

1 https://depts.washington.edu/pallcntr/assets/mentoringplantemplate.docx accessed 2/10/2017)