

# Magellan Programs Student Guide to Mentoring Plan

As you become involved in a research project, it is very important that you know what is expected of you. Here are some issues that you may wish to address with your mentor, if you have not already done so:

## SUPERVISION

- Who will supervise and/or direct your research efforts? Do you have a different daily supervisor/contact? Remember that all direct mentors, including graduate students, must provide a mentoring collaboration form with a Magellan Scholar application

## COMMUNICATION

- Develop a communication plan:
  - Be sure to get phone numbers and emails of supervisors and other important project personnel
  - Who should you talk with if you have questions or problems occur when you are working alone (especially important for lab environments)
  - Discuss how best to contact (and whom) in emergencies or when sick
  - Is texting ok or off limits
  - Is there a time limit (ex no calls after 9pm)
- How often will you meet with your faculty advisor? Are there group or project meetings? What are your responsibilities for each type of meeting (do you need to bring an agenda, list of questions, project status report, prepare a presentation for the group, etc.)?
- If you are traveling abroad, how will you stay in contact? What if questions or concerns about the project arise while abroad? Does your mentor have contacts or resources available to you at your destination? Be sure to trouble shoot and prepare!

## SCHEDULE

- What are your work hours, hours per week, or flexible hours? Be sure to discuss your course schedule, expectations about working or not working on breaks (fall, winter, and spring breaks), exam time, summer, and end of semesters.

## PROJECT OBJECTIVE/TASKS

- Is your project contributing to a larger on-going project? If so, be sure to understand the focus and goals of the project and how your piece contributes. Be sure to get the big picture and understanding of the impact of both your project and the larger initiative when complete.
- What tasks are you specifically responsible for? If you do not already know how to do these, who will be teaching you?
- What is the timeline, expectations, or deadline for these tasks?

## TRAINING/PROTOCOL

- Are there skills or special procedures for which you will need training?
- Are there resources, special documents, equipment, etc that is not available at USC that will need to be accessed and what is the process?
- Are there preferred methods or specific procedures or protocols for note taking, record keeping and/or data collection?

## OVERALL EXPECTATIONS

- Are there other expectations that your mentor has for students working for him/her?
- What is the best way for you to get feedback on your performance of the project so that you know you are meeting expectations?
- As the project comes to a close, are there discipline-appropriate publication or presentation opportunities? How would this process work in terms of preparation, editing/drafting, authorship, etc?
- One great final question to your mentor might be "Are there questions that I should have asked or other things I need to know that haven't been addressed?"

## GOING FORWARD

- Remember that these answers might change over time. Be sure to review this with your mentor regularly.
- Have fun and enjoy!