

Name: _____

Date: _____

MENTORING PLAN (ADVISEE):

1. Summarize (briefly) your scientific progress since the last update meeting, including any publications, presentations, and seminars. Also list any honors, awards, and/or notable benchmarks you have achieved.

2. Use the relevant sections of the timeline below to describe your goals and to outline how you will achieve them. Have your goals or plans changed since the last update meeting?

Proposed Progress Timeline

Time Scale **Activities to Attain Goals**

This week _____

This Month _____

Six Months _____

Next Meeting
(~ one year) _____

Long-term
(Best Guess) _____

MENTORING PLAN (ADVISOR):

1. Are your advisee's proposed goals and timeline realistic? Is your advisee progressing towards these goals at a sufficient rate? What strategies do you recommend your advisee use to reach these goals?
2. What are your expectations of your advisee for this next year (e.g. commitment of time/effort, scheduling, and/or benchmarks of progress)?
3. Describe any professional opportunities (such as technical learning, teaching, or participation in courses) that you think will benefit your advisee within the next year. What resources or people (e.g. organizations, campus services, or collaborators) do you suggest your advisee contact?
4. Describe any other graduate school or career development topics you would like to discuss with your advisee regarding attainment of long-term goals.
5. Describe any scheduling constraints and/or upcoming deadlines that your advisee should know about (e.g. travel and deadlines for fellowships, proposals, and abstracts).

Date of next meeting

Advisee Signature

Date

Advisor Signature

Date

Advisee keeps original document and delivers a copy to the advisor.