**GDBBS Division Student Advisory Council**

**Mentor/Mentee Questionnaire**

This is a document that contains questions that mentees and mentors should consider asking of each other when starting a formal mentee/mentor relationship.

This document was created with input from senior students in GDBBS and using various examples from other institutions across the US.

**Mentor/Mentee Interaction:**

* How frequently do you plan to sit down and formally meet?
  + How long would you anticipate these meetings lasting?
  + What are the expectations of each other at these meetings (what should be physically and mentally brought)?
  + When is it okay to cancel these meetings?
* What is the mentor’s policy when it comes informal meetings?
* What is the preferred method of communication between the mentor/mentee?
  + Are there hours that either the mentor or mentee typically is unavailable to respond to communication in this manner?
* How should the mentor and mentee be contacted in cases of an emergency?
  + What are possible emergency scenarios that may arise?
* How might communication change between the mentor and mentee when preparing grants/manuscripts/presentations?

**Schedule:**

* What does the mentor view as a productive work schedule? The mentee?
  + Does the mentor expect the mentee to keep regular work hours?
  + Is the mentee expected to overlap with others in lab for an average amount of time each day or may they work irregular hours as they please?
* What coursework is the mentee planning on taking in the coming academic year?
  + Are there cases where ability to be in lab may be impacted by this? If so, how?
* Are there lab and/or department events (lab meeting, seminars, etc.) that the mentee is expected to attend?
* What is the mentor’s vacation policy?
  + How early should a known absence (i.e. vacation) be communicated to the mentor?
  + How many days can the mentee take off before needing to consult with the mentor about taking additional time off?
* Will the mentor notify the mentee about planned absences from lab?

**Lab Citizenship:**

* How are lab notebooks maintained in the lab?
* What are the major safety concerns in the lab?
* Are there lab chores? How are they divided?
* Who can the mentee go to in lab with issues (i.e. troubleshooting an experiment, ordering supplies, etc.)?

**Professional Development:**

* Who will be the primary author responsible for writing manuscripts stemming from work performed by the mentee?
* How many days does the mentor need to turn around edits to the mentee on grants, manuscripts or other written material?
  + How might this change if the mentor has other commitments?
* What mentorship opportunities are available in lab to the mentee?
* Is there funding available in lab to aid in professional development opportunities for the mentee (i.e. short courses, conferences, etc.)?
* What are the long-term goals of the mentee?
* What would the mentee like to accomplish in the next year?
* Are there specific areas that the mentee would specifically like help from the mentor in?
* Are there specific organizations that the mentee would like to become involved in?
* What does success in this research experience look like to the mentee?
* What does success in this research experience look like to the mentor?

**Current Concerns:**

* Are there any *current* concerns that might impede the mentee’s graduation (i.e. family obligations, lab funding, mentor being recruited by another institution)?
  + How will this situation be monitored?
  + How will any issues stemming from these concerns be addressed?