MENTOR-CONNECT: GENERAL EXPECTATIONS

Mentors are expected to:
- Review pre-workshop assignment with mentees
- Assist potential grantees during the three-day proposal development workshop
- Provide an additional 36 hrs. (approximately) of customized mentoring/consulting
- Participate in Mentor-Connect webinars
- Participate in one-day Mentor-Connect workshop prior to HI-TEC Conference
- Provide feedback on grant proposal topics and proposal components
- Help the proposal writing team refine ideas and strategies
- Provide referrals and links to ATE resources
- Work with potential grantees to ensure that proposals address NSF and ATE requirements
- Insure regular communication (at least monthly) with mentees; Initiate contact as needed
- Complete progress check report forms and other feedback and evaluation requests
- Alert Mentor-Connect staff to any problems, concerns or needs that might interfere with college team success

Mentees are expected to:
- Attend introductory webinar and proposal development workshops
- Participate in Mentor-Connect technical assistance webinars
- Complete and review pre-workshop assignment with mentor
- Coordinate and lead the campus project/proposal development and refinement process
- Effectively utilize your mentor's time, Mentor-Connect resources and other ATE resources
- Initiate and maintain regular contact with your mentor, at least monthly
- Ensure regular communication with college team members
- Initiate/ coordinate activities among campus stakeholders to meet proposal submission requirements and timelines
- Prepare preliminary and final proposal drafts for review as scheduled with your mentor
- If eligible, participate in one-day Mentor-Connect workshop and HI-TEC Conference
- Complete progress check report forms and other feedback and evaluation requests
- Alert Mentor-Connect staff to any problems, concerns or needs not addressed by your mentor
- Submit a final proposal to the NSF ATE program

Mentors are not expected to:
- Write, prepare, or help submit a team's grant proposal
- Be a subject matter or discipline expert for your proposal
- Always be immediately available for quick response
- Have all the right answers
- Be responsible for assisting if you do not adhere to proposal development timelines and/or if you seek last-minute help

MENTOR: HINTS FOR A SUCCESSFUL MENTORING RELATIONSHIP

1. Communication—maintain frequent and open lines of preferred communication with your mentee(s) and key stakeholders. Schedule regular meetings at "best" times for all. Initiate contact with college team if needed.

2. Care—demonstrate concern for your teams and their projects to develop rapport and confidence.

3. Involvement level—maintain a balance between passivity and direction. Seek a balance that is acceptable to you and the mentees and their stakeholders. Listen, question, and respond as needed.

4. Diversity—understand the uniqueness and differences in types of individuals, institutions, resources, or maturity of programs of your mentee team. Get beyond your own situation and experiences by taking a larger point of view. Share what is pertinent from your experience, but be sensitive about over-relating what you have done at your college.

5. Reinforce role boundaries—beware of taking on the mentees' institutional problems. Help them figure out how to best address and resolve issues that arise that affect their project and proposal, rather than fixing it yourself.

6. Flexibility—be systematic but not rigid in your approach to your mentee team. Have a clear plan of what you want to see happen at each stage, but be adaptable. Be sensitive to the different learning styles of you and your college team members.

7. Politics & Cultures—remember that nearly every project has a political/cultural component that will need to be addressed. History, factions, people, and power relations can have more influence on project success than reason, merit, or justification. Consideration of real politics is unavoidable and should not be treated as irrelevant gossip, but care should be taken to not involve yourself too directly in helping your mentee team address this component.

8. Process—help your college teams consider not only the "what" of their activities, but also the "how." Help your teams emphasize community building and positive relationship building within and across various stakeholders.

9. Content—although negotiating the process of institutional innovation and implementation is important, keep the content objective in view. Remember the overriding project goals: to help colleges develop or strengthen technician training programs in science, technology, engineering, and mathematics fields by submitting a successful proposal. Good proposals tell a consistent story complemented by clear, specific and achievable goals, objectives, timelines and assigned responsibilities.

PROJECT TEAM: HINTS FOR A SUCCESSFUL MENTORING RELATIONSHIP

1. Communication—maintain frequent and open lines of preferred communication with your mentor, team members and key stakeholders. Schedule regular meetings at "best" times for all.

2. Respect—show appreciation for your mentor's experience, his/her willingness to share their expertise and their perspectives on creating a successful ATE project. The same is true for your other team members.

3. Preparation—be prepared for mentor meetings. Keep ahead of tasks and timelines and be willing to listen, question, and respond as fully as possible. Make sure your project needs are articulated clearly and understood fully by all involved.

4. Openness—be open to other points of view and appreciate the "big picture" of the ATE program nationally. Since every college is different, there will be no single perfect model; input from other perspectives and experiences may help improve your effort.

5. Optimism—don't expect your mentor to know how to fix every problem for you. Be open to change or innovation and to new strategies, if necessary. Look for solutions.

6. Flexibility—have a clear plan of what you want to see happen at each stage, but be adaptable. Be sensitive to the different learning styles of your college team members and your mentor.

7. Change is inevitable. Pay attention to the suggested timelines as you make necessary changes.

8. Politics & Culture—be realistic about history, factions, people, and power relations that can affect your project positively or negatively. Your mentor can help strategize about how to address these issues, but it's not his/her job to fix them for you.

9. Process—work with your mentor to help your college team members consider not only the "what" of their activities, but also the "how." Help your team members emphasize community building and positive relationship building within and across various stakeholders.

10. Content—remember the overriding Mentor-Connect and NSF-ATE project goal is to help colleges develop or strengthen technician training programs in science, technology, engineering, and mathematics fields by developing a project that merits NSF funding. Good proposals tell a consistent story complemented by clear, specific and achievable goals, objectives, timelines and assigned responsibilities.