

ASE Mentoring Plan Template

The Mentoring Plan is designed as a template to be individualized by each intern and mentor at the start of the internship and revisited throughout the summer, such as during each Site Visit.

The goal of the template is to formalize the plan for an eight-week summer internship as part of Saturday Academy's ASE Program. It is designed to help communicate goals, expectations, and needs for an intern to gain technical, scientific and professional skills as well as exposure to career paths and job functions necessary for developing a successful career.

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

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

Intern:

Primary Mentor:

Secondary Mentor:

Additional Mentors:

Project/Focus Area(s):

Intern's Goals

Internship Goals:

Career Aspirations:

Project Goals and Internship Features

Description of intern's planned project(s) *(May use the position description provided to ASE)*

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.)*

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 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.)*

Career Development & Job Exploration

Professionalism

(Describe plans for how the mentor will provide instruction in professional practices such as communication strategies, i.e. email or text; appropriate use of technology and cell phones; preparation for meetings)

Networking and Career Exploration

(Describe plans for how the mentor will aid the intern 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.)

Plans for Ongoing Mentoring Meetings

(Describe the frequency of meetings planned between the mentor-mentee or with other individuals)

1. Mentor-mentee meeting frequency:
2. Plan for scheduling these meetings:

Evaluation & Feedback

Site Visit Plan

(Describe the time and location of Site Visits as planned by Teacher Monitor and any topics needing discussed)

Feedback

(Describe how feedback will be provided between the mentor-mentee or with other individuals)

Signature of Intern: _____

Signature of Mentor(s): _____