

# "Step-Up" Mentoring Program

## Mentor and Mentee Shared Expectations for Success

### STEP-UP Mentoring

#### Partners:

- \* Dial Your Village
- \* OU Alumni Association (NA)
- \* OU Chemistry Foundation (OUCF)

#### About DYV

Dial Your Village Inc. (DYV) is a USA not-for-profit organization committed to the empowerment of communities by supporting in the areas of education, health and livelihoods.

#### About OUAA-NA

OU Alumni are committed to help students, faculty and alma mater to promote education, research and employment

#### About OUCF

OU Chemistry Foundation is committed to support Chemistry faculty, scholars and students and foster the interaction to promote academic, research and entrepreneurship culture among scientific community

Be committed and develop a strong relationship by building a foundation of trust and understanding:

- Set a schedule and meet on a regular basis to establish a working relationship
- Confidentiality of information is required to build trust
- Be transparent and honest

#### Mentor Expectations:

- Be prepared to initiate interactions and do not hesitate to follow up to get a kick start
- Help the mentee to recognize and define development goals
- Provide both positive and constructive feedback and help them grow
- Serve as a positive role model

#### Mentee Expectations:

- Proactive to initiate interaction, your mentor is here to help you but not to judge
- Identify your strengths and weakness and goals to improve; do not hesitate to ask for help
- Be openminded to accept suggestions and constructive feedback, feedback is for your growth and improvement

#### Respect Each Other's Time and Commitment:

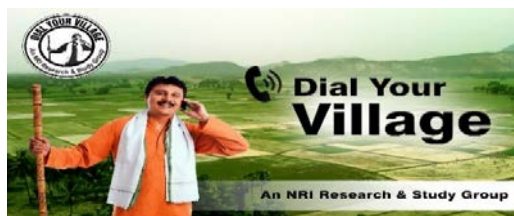
- Be on time and come prepared to scheduled meetings
- Notify mentor/mentee if you can't make the meeting and schedule a follow up in timely manor
- Engage in the relationship with open mind and maintain confidentiality
- Reach out to program coordinators (Dr.Padmasri, Dr.Madhavi, and Dr.Ravi) for assistance when needed

#### Some Topics to Discuss:

- Career Guidance
- Goal setting
- Communication
- Presentation skills
- Organizing skills
- Leadership skills
- Problem-solving
- Determination
- Motivation

#### Tools for Success:

- **Show COMMITMENT**
- **Be HONEST**
- **Build TRUST**
- **Respect CONFIDENTIALITY**
- **Develop COMMUNICATION**
- **Demonstrate ACCOUNTABILITY**



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## Mentoring Sessions - Getting Started

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1. Please select your choice of mentors from the mentor list and rank them 1 to 3 (1 being the 1<sup>st</sup> choice). Specify mentors' names:
  - a. ----
  - b. ----
  - c. ----
2. Why did you choose this professional as your mentor? (Select one or more)
  - a. Similar research interests
  - b. Mentoring experience
  - c. Other: (Specify)Comments:
3. How often would you like to meet with your mentor?
  - a. Once a month
  - b. Twice a month
  - c. Other: (Specify)Comments:
4. How committed you are? (hrs per week or month)
5. How would you describe your primary communication style?
  - a. Direct & Decisive
  - b. Enthusiastic & Emotional
  - c. Steady, Patient & empathetic
  - d. Conscientious, Analytical & careful
  - e. Other: (Specify)Comments:
6. Which communication style would you prefer from your mentor/mentee?
  - a. Similar to me
  - b. Different from me
  - c. No preferenceComments:
7. The primary area in which I would like to grow as a mentee is
  - a. Develop communication skills
  - b. Organizational skills
  - c. Help with determination
  - d. Other: (Specify)Comments:
8. What are your strengths (more than 1)
  - a. Hard working
  - b. Committed
  - c. Good communication skills
  - d. Organized
  - e. Other: (Specify)Comments:

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9. What are your weaknesses (more than 1)

- a. Procrastination
- b. Lack of Focus
- c. Distraction
- d. Lack of Enthusiasm
- e. Others: (Specify)

Comments:

10. What is your primary goal for this mentor/mentee relationship (select up to 2)

- a. Educational advice
- b. Receive career advice/perspective
- c. Connections with pharma companies
- d. Learn more about opportunities

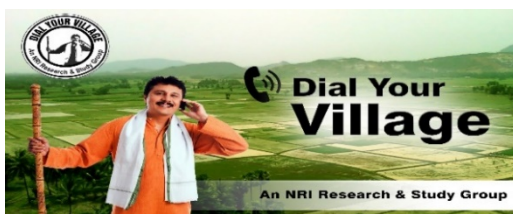
Comments:

11. What are your short-term goals?

12. What are your long-term goals?

13. What are our expectations?

14. Any other comments: Please Specify:



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Comments:

11. What are your short-term goal: <sup>2</sup>

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14. Any other comments: Please Specify:

- c. Good communication skills
- d. Organized
- e. Other: (Specify)

Comments: