

**Planning the First Research Meeting**

**Objectives for the First Meeting (or Early Meetings):**

* Get to know one another
* Begin to define your working relationship and establish expectations
* Define the goals of your research project
* Setting a timeline for your research project
* Introductions with the rest of the research team and discussions of roles
* Discuss the mentees background and goals (both short term and long term)
* Define research logistics (where will research take place; during what hours; how to access rooms; etc)
* Safety (i.e., working off hours; lab safety; emergency protocols; etc.)
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**Be Prepared to Discuss and Share with Your Mentees on Topics, Including:**

* How/when did you become interested in your field of research?
* What would success in this research project look like to you?
* What skills (both technical and soft) should your mentee develop?
* Who are the people who work in or with your research team? What are their responsibilities and how should your mentee expect to interact with each of them? What are the proper channels of communication?
* What is your mentoring style? How involved will you be in the research process?
* How many hours per week do you expect the mentee to work on research? Must these hours be in person? Are there any regularly scheduled meetings that the mentee should attend?
* How does this mentees research project fit into the overall scope of the research team (i.e., the “big picture”)?

**Mentors Might Want to Ask Questions of Mentees to Get to Know Them Better, Including:**

* Where is your hometown?
* What are your career goals, both short and long-term?
* How do you think this research experience fits into your goals (i.e., How will help you reach your goals?)? What skills do you expect to develop during this research project?
* Do you have any previous research experience? If so, what did you do? What did you like about it? What did you dislike about it?
* What kind of group or collaborative work experience have you had?

This mentor tool was adapted from *Entering Mentoring: A Seminar to Train a New Generation of Scientists,* J. Handelsman et al., pg 24 and materials developed by Oklahoma State University’s Scholar Development and Undergraduate Research office for their Mentoring Workshop Series.