

COES Mentors,

Spring Quarter is almost gone! I know that the end of the year is a whirlwind of last minute items and wrap-ups before summer, but be sure to make time to meet at least once with your Mentee this month. Research shows that mentoring provides you with bright ideas and motivation via interaction with an enthusiastic new colleague! As always, the goal of our **monthly e-newsletters** are to provide information on resources, upcoming events, mentoring tips and other items of interest designed to help you be more effective.

***Make some time to chat.** Spring gets busy - don't forget to make some time to chat with your Mentee. Schedule lunch or coffee and reflect on this year, their plans for summer and beyond. Email your Mentee right now to schedule your next meeting. Mentoring provides many benefits for both Mentor and Mentee, so take advantage of the opportunity to help both you and your Mentee!

***Tips for Making the Most out of Summer.** Summer will be here soon. It provides more time (whew!) to get things done - grant proposals, publications, experiments - but the unstructured time and interruptions (t-ball games, conferences, and visiting friends and family) can quickly erode productivity. Talk to your Mentee and share your tips on how to squeeze in some time to chill, but also keep yourself on track to make the most out of the summer.

***Last Date to Spend \$\$\$.** Its that time again! The Purchasing Department has released its annual memo outlining the deadlines at the end of spring quarter after which you cannot spend funds (until after the new fiscal year starts July 1). For junior faculty, this can be problematic if they are working on research and need something during the "dead period". SO...encourage them to find out the deadlines and get anything that they might need ordered now. Failing to do so can turn their hopes for a productive summer into wasted time. **Friday, May 10, 2013 will be the last day to make purchases using a Visa Purchasing Card. The cut-off date for petty cash, direct charge requisitions, purchase requisitions and purchase orders is Friday, May 3, 2013. The closing date for intracampus requisitions is Friday, May 3. Motor Pool and Office Services charges after Sunday, June 9, 2013 will be charged to the 2013-2014 budget. All travel funds (from any account) between Saturday, June 1 and Sunday, June 20, 2013 will require a separate travel authorization to encumber 2012-2013 funds. Expense accounts for travel ending on or prior to Friday, May 31 must be submitted to the Comptroller's Office by Friday, June 7, 2013.**

***Lincoln Parish Park.** Lincoln Parish boasts a great park off of Highway 33 North. It features some fantastic bike trails, multiple picnic areas, a nice playground, a lake, campgrounds, walking trails, etc. Spring (if the warm weather will ever stay put long enough!) is a great time to enjoy the Park. There is a nominal fee (per person or per vehicle). Encourage your Mentee to

take some time off and check it out!

Mentoring Tip for April:

***Crafting an Effective Elevator Speech.** You need to be able to briefly and effectively communicate your research in a variety of situations - talking with collaborators, funding agencies, potential graduate students, industries, politicians, alumni, etc. Doing this without resorting to jargon, streams of facts, or the details of your latest findings can be difficult. The February 2013 issue of *Nature* included a great article on how to craft an effective elevator speech - named because you can deliver it in 120 seconds or less - about the time it takes to ride with someone on an elevator. You can find the article at:

[http://www.nature.com/naturejobs/science/articles/10.1038/nj7435-137a?utm_source=Washington Wire February 2013 - Issue I&utm_campaign=Washington Wire February - Issue I&utm_medium=email](http://www.nature.com/naturejobs/science/articles/10.1038/nj7435-137a?utm_source=Washington+Wire+February+2013+-+Issue+I&utm_campaign=Washington+Wire+February+-+Issue+I&utm_medium=email)

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