

The **COES Mentoring Program December 2010 Mentor Newsletter** features information on resources, upcoming events, mentoring tips and other items of interest designed to help your Mentee make the most of their time this fall.

* **Help your Mentee develop their elevator speech!** You've probably heard of an elevator speech - a three-to-four sentence summary that describes your message in a compact and easily understood way. In other words, it's something that you could convey to someone you meet on an elevator. Work with your Mentee to develop an elevator speech about their research. To do this, help them think about the following: what is (are) the unifying theme(s) of their research? What are their contributions? Who is their audience? What is the relevance of their work? While it will take some time to develop and hone a good elevator speech, it is worth the effort!

* **Updating the Resume.** It is important for your Mentee to do a good job of updating their resume each quarter. It allows for your Mentee to respond promptly to requests for information about workloads, research, teaching, etc. for a variety of internal and external activities. It also serves as a great record of activities which comes in handy at annual evaluation time, when preparing tenure and promotion packages, submitting grant proposals, etc.

* **Encourage your Mentee to take advantage of special holiday events on-campus.** There are a variety of events on-campus during December. Encourage them to take advantage of some of these special opportunities.

Mentoring Tip for December:

There is a *great* Mentoring Checklist from University of Delaware that is full of ideas for topics, career planning, strategies to prepare your Mentee for the T&P review, etc. It is organized by year (first year faculty member, 2nd year, etc.). Check it out online at:

<http://www.engr.udel.edu/mentoring/downloads/MentoringChecklist.pdf>

Questions? Contact the OWISE Office at 257-2101 or advance@latech.edu.