

The **COES Mentoring Program January 2011 Mentee Newsletter** contains information on resources, upcoming events, mentoring tips and other items of interest to help you be successful.

\* **Take stock of Your Mentoring Experience.** What have you gotten out of your Mentoring Experience this year? Looking for some new things to discuss with your Mentor? Here is a good **Mentee Checklist** by Suzanne Brainard from University of Washington: [http://www.uwplatt.edu/wep/programs/files/mentor\\_expectation.pdf](http://www.uwplatt.edu/wep/programs/files/mentor_expectation.pdf) Some great suggestions are improving your lab management skills, increasing your confidence when talking with more senior faculty and administrators, and increasing your networking skills.

\* **Build Leadership Skills.** It's never too early to start working on leadership skills. There are some national leadership workshops for faculty, such as [COACH](#), [CIC Academic Leadership Program](#), and [Higher Education Resource Services \(HERS\)](#). Some of these can be expensive. Your professional organization may also offer some leadership training at the annual conference or even via webinars. Don't forget about workshops at conferences for [ASEE \(American Society for Engineering Education\)](#), [SWE \(Society for Women Engineers\)](#), [WEPAN \(Women in Engineering ProActive Network\)](#), as well - check out these organizations' websites for more ideas on other ways to gain leadership skills.

\* **Substantial Changes in the NSF Grant Proposal Guide.** There are some substantial changes in the new [NSF Grant Proposal Guide](#), including a requisite data management plan for proposals submitted after January 18th, 2011. Proposals may not be submitted without the data management plan. Refer to Page 2 of the Guide for a summary of the significant changes, clarifications and other changes. Any questions regarding the new Guide should be submitted electronically to [policy@nsf.gov](mailto:policy@nsf.gov).

### **Mentoring Tip for January:**

\*Thomas Angelo and Patricia Cross wrote a book in 1988 that is considered THE standard when it comes to assessment tools, called "*Classroom Assessment Techniques*". One of the best resources is the "**Minute Paper**". I have used this at the end of every class for literally years. It only takes a minute (hence the name...). Students simply answer two questions: 1) What was the most useful thing we did today in class? and 2) What question(s) do you have about what we did in class today? I can read 40 of these and answer all of the questions in 15 - 20 minutes. It gives me a snapshot of what happened in class, what questions students have, how well they understood the material, what was the most helpful. I answer the questions at the beginning of the next class. Students tell me quarter after quarter that this is the most beneficial thing we do. For more information check out: <http://www.ntlf.com/html/lib/bib/assess.htm>.