

The **COES Mentoring Program January 2011 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.

* **Take stock of Your Skills.** According to MIT's Mentoring Booklet, here are qualities of a good mentor: Advocacy - be willing to argue in support of your Mentee for space, funds, students. Accessibility - make time to be available your Mentee - keep in contact by dropping by, calling, sending e-mail, or inviting your Mentee to lunch; make time to ask questions and read proposals and papers, and periodically review progress. Networking - help establish a professional network for your Mentee. Check it out the whole booklet at: <http://web.mit.edu/cortiz/www/Diversity/MITMentoringBooklet.pdf>

* **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 Mentee's 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.

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>

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