

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

**\* Do some strategic planning with your Mentor.** Set aside a couple of hours to meet with your Mentor before Fall Quarter starts and do some strategic planning for yourself for the 2011-2012 academic year. Think of 3 - 5 things in each of the areas of teaching, research, and service that you need or want to accomplish this year. What resources or experience will you need to accomplish each task? What can you do between now and fall to set yourself up for success? Email your Mentor to get the ball rolling!

**\* Schedule a Summer Office Cleaning Day.** Summer is the perfect time to clean out your office. I always try to make time for some summer cleaning at home and at work. It's amazing what treasures you find, buried under that stack of papers on your desk! If you struggle with organization, try a different system to tame the clutter - chunk things in accordion folders, keep tabbed folders handy to make it easy to file things as you go, keep an "important notebook" where you log key information, good ideas, etc. And don't be afraid to throw some things away. The easier you make it to find things, the less time you will waste next year trying to locate them. And don't forge the digital clutter - email, documents, user ids and passwords, etc. Hunting for lost digital information can be a huge time waster, as well, so if you have a system that works, keep it - if you don't, try something different this year. If you are like me, it will soon get cluttered again, but I can at least enjoy the neatness for a few days. Here are some interesting weblinks on office organization: "**12 Tips for an Organized Desk**" and "**10 Ways to Organize Your Home Office by Monday**" (also applicable to your university office).

**\*RFPs and Deadlines are posted for BoRSF Programs.** The RFPs for the BoRSF Research Competitiveness, Industrial Ties, and Enhancement Programs are up! If you are planning to submit to one of these programs this fall, now would be a great time to talk with your Mentor about your proposal. The Research Competitiveness Program, in particular, is one that you should apply to unless you have already obtained significant federal funding. Remember that due dates for proposals are usually in October with Letters of Intent in September (coinciding with when we return for Fall Quarter!). You can find the due dates for Letters of Intent (MONDAY, SEPTEMBER 12 for RCS and ITRS) and more on the BoRSF Sponsored Programs website at: <http://web.laregents.org/programs/borsf-programs/>.

**\*Take advantage of the last week of Summer to have some fun.** Be sure to take some time to relax this summer. I find that if I don't, I am burned out when the fall rush starts. Even if you have already taken a vacation, you can still squeeze in some local fun. Catch the Ruston Community Theater production of "Annie" July 28 - 31 at 7 p.m. each night at the Dixie Center for the Arts (tickets available at the door). Lincoln Parish Park offers some great picnic, camping and swimming options if you don't mind the heat. There are some good local museums, as well. And if you like football, you might want to grab some tickets for the Happening XXX at the Monroe Civic Center on August 16 at 6 p.m. Tech alum and Grammy Award-winning country music star Kix Brooks will be on hand. You can call 255-7950 for more information or tickets.

### **Mentoring Tip for July:**

\* **If you are like me, your email Inbox fills up every morning with lots of junk mail.** But there are several daily updates that I actually enjoy. One is the **American Society for Engineering Education's *First Bell***. It features breaking news in engineering and technology (you do need to be an ASEE member to receive it, but that's not a bad move either ;-)). ***Inside Higher Ed*** does a daily news update focused on higher education that I also like. The **National Science Foundation Update** sends out information each time it is added to the NSF website, but only in the categories you select. You can also elect to receive updates from the Library of Congress, NASA, Los Alamos and the Department of Energy from NSF. You may be interested in updates from other organizations or funding agencies, as well. Don't sign up for information you don't want, but subscribing to key information you want and need to know can save you some time.