

The **COES Mentoring Program July 2011 Mentor 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 Mentee.** Set aside a couple of hours to meet with your Mentee before Fall Quarter starts and do some strategic planning with them for the 2011-2012 academic year. Help them think of 3 - 5 things in each of the areas of teaching, research, and service that they need or want to accomplish this year. What resources or experience will they need to accomplish each task? What can they do between now and fall to set themselves up for success? Email your Mentee to get the ball rolling!

**\* Encourage your Mentee to do some Office Cleaning and Reorganization.** Summer is the perfect time to clean out your office. It's amazing what treasures you find, buried under that stack of papers on your desk! If your Mentee struggles with organization, encourage them to 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, throw some things away, etc. The easier it is to find things, the less time they 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 they have a system that works, keep it - if they 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 a 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 your Mentee is planning to submit to one of these programs this fall, now would be a great time to talk with them about their proposal. 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 encourage your Mentee to take some time to relax this summer. Even if they have already taken a vacation, they 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. Your Mentee may be interested in updates from other organizations or funding agencies, as well. Don't encourage your Mentee to sign up for information they don't want, but subscribing to key information they do want and need to know can save them some time.