

COES Mentees,

Fall Quarter is coming to a close. It is been a busy one, with ABET and lots of new students! I do hope that mentoring activities have been a priority. *Research shows that mentoring enables you to gain perspective on the academic, social, and political aspects of their institution.* As always, the goal of our monthly **e-newsletters** are to provide information on resources, upcoming events, mentoring tips and other items of interest designed to help you be more effective.

***Take time to take stock.** The end of the quarter is hectic, but it is a great time to reflect. Make an appointment to meet with your Mentor between now and quarter break to take stock of your progress thus far this year. Talk with them about prioritizing to make sure you stay on track to achieve those important goals.

***Make a Plan.** We have a large break between Fall and Winter. Take advantage of the time to get papers written, research conducted, grant proposals completed, etc. Without a plan, the time will slip away!

***HotelPlanner.com.** Starting November 1, all hotel reservations made for university travel must be made through the louisiana.HotelPlanner.com website. You must also check to make sure that all rates are within the PPM 49 allowances as rates on the portal will not necessarily conform to these requirements.

***Holiday Events.** The Ruston area features many great holiday events, including the Ruston Community Theater performance of "The Best Christmas Pageant Ever" on Dec. 4 - 7 and the Louisiana Tech Chamber Singers "Carols and Cocoa" event in December. Make some time to enjoy some of these events with friends and family!

Mentoring Tip for November:

***8 Habits of Truly Outstanding Leaders.** Everyone spends at least part of their day leading - in the classroom, the lab, in meetings...its just a matter of how effective you are. This short article outlines 8 habits of great leaders: giving genuine praise, decisiveness, taking responsibility, communication, setting the example, giving feedback, seeking help, and challenging people. Check it out at: <http://www.inc.com/jeff-haden/8-things-truly-outstanding-leaders-do-without-thinking.html>

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