

**UNM STEM Mentoring Program NEXT STEPS:**

After you receive your introductory email, connecting the mentor and mentee, in the next week or so, you should seek to accomplish a few things:

1. **Set up a meeting with one another:** Please have your first meeting to get to know one another, talk about what you both expect from one another in your mentoring relationship, and talk about your goals for your work together this semester. Mentees have been asked to fill out a [questionnaire](#) to help facilitate the first meeting.
  
2. **Develop a Memo of Understanding (MOU)** that addresses:
  - a. **Goals/Timeline:** During the student orientation session, students learned about setting specific, measurable, achievable, and time-bound [\(SMART\) goals](#). Please use your first meeting to discuss what SMART goal you would like to work on for the semester. Then, discuss what weekly goals you all think are appropriate to help the student meet that goal. How will you stay on track with your goals?
  
  - b. **Communication:** How often do you want to communicate? What methods will you use to communicate (phone, text, email, etc.)? What questions are appropriate for email and which should you save until phone meetings? How should you let each other know if you need to cancel a meeting or will miss a deadline you've agreed on? Students are expected to reply to mentors' emails/calls/texts within two business days. You are welcome to adjust this expectation during your first meeting.
  
  - c. **Roles and Expectations.** What is each person expected to bring to the table? What are the expectations from the relationship, from the program.
  
  - d. **Meetings.** Set up a regular meeting schedule for the semester(s). When and where will these be held? I suggest you set a regular time each week that lasts through the end of the semester to meet in-person for about an hour. At each meeting you can talk about what has been accomplished since the last meeting, what questions or concerns either of you might have, and what should be accomplished before the next meeting. We don't typically expect meetings to occur during University breaks/holidays (Fall & Spring Break) or finals week, but that is ultimately up to you.
  
3. **Let me know how your first meeting went:** After you meet, send me a quick message to let me know how your first meeting went. Do you have any concerns after the first meeting? What support do you want from me? If I don't hear from you, I will reach out in a week or so to make sure you two have been able to connect.
  
4. **Have fun!**