

Mentor-Mentee Yearly Check-In

The goal of this document is to facilitate communication and understanding of programmatic and career goals between PhD students and their mentors as well as to provide the opportunity to remediate potential concerns in this unique relationship with departmental support. These check-ins will be stored centrally by the department in a Box folder following signature by mentees and mentors and will be reviewed as needed when indicated by mentor and/or mentee. Please note that these check-ins should be completed live (in person/via video chat) and not completed solely via email.

Student (mentee):

Faculty Member (mentor):

Program:

Year in Program:

Overall Career Goal:

Specific Academic Goals for the Year (rank by level of importance):

For example, relevant goals could be related to research/publications, teaching, service, goals alternative to academia.

- 1.
- 2.
- 3.

Specific Program Milestone/Professional Development/Other Goals for the Year (rank by level of importance):

For students in the clinical program, please list at least one goal specific to your clinical training experience (for example, this could be your highest priority goal as outlined in your yearly externship training plan).

- 1.
- 2.
- 3.

Specific Work-Life Balance Goals for the Year (rank by level of importance):

- 1.
- 2.
- 3.

What barriers do we foresee in achieving the goals set for the year?

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What can we do to overcome these barriers?

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360 Strengths and Support:

1. What are the strengths you (as a mentee) already have?

2. How can your mentor support you in meeting your goals? How can you (as the mentee) advocate for your own needs?

3. How will we (the mentee and mentor) communicate if challenges arise during the year?

Student (mentee) Signature

Date

Faculty (mentor) Signature

Date