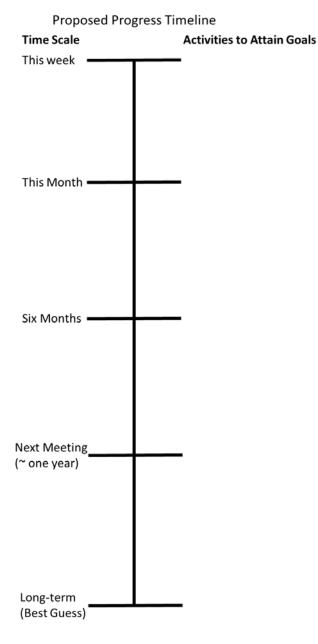
## **MENTORING PLAN (ADVISEE):**

Name: \_\_\_\_\_

Date:

- 1. Summarize (briefly) your scientific progress since the last update meeting, including any publications, presentations, and seminars. Also list any honors, awards, and/or notable benchmarks you have achieved.
- 2. Use the relevant sections of the timeline below to describe your goals and to outline how you will achieve them. Have your goals or plans changed since the last update meeting?



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3. How satisfied are you with your progress toward your long-term goals? Are there any areas where you are unsatisfied?

4. What obstacles do you believe you might encounter while pursuing your goals (related to e.g. background knowledge, training, outside responsibilities, and/or health issues)?

5. Describe any professional opportunities (such as technical learning, teaching or mentoring experience, or participation in courses, workshops, or training programs) that you think will benefit you in the next year.

6. Describe any other graduate school or career development topics you would like to discuss with your PI regarding the attainment of your long-term goals.

7. Describe any scheduling constraints and/or upcoming deadlines that your advisor should know about (e.g. travel and letters of recommendation for fellowship applications).

## **MENTORING PLAN (ADVISOR):**

- 1. Are your advisee's proposed goals and timeline realistic? Is your advisee progressing towards these goals at a sufficient rate? What strategies do you recommend your advisee use to reach these goals?
- 2. What are your expectations of your advisee for this next year (e.g. commitment of time/effort, scheduling, and/or benchmarks of progress)?
- 3. Describe any professional opportunities (such as technical learning, teaching, or participation in courses) that you think will benefit your advisee within the next year. What resources or people (e.g. organizations, campus services, or collaborators) do you suggest your advisee contact?
- 4. Describe any other graduate school or career development topics you would like to discuss with your advisee regarding attainment of long-term goals.

5. Describe any scheduling constraints and/or upcoming deadlines that your advisee should know about (e.g. travel and deadlines for fellowships, proposals, and abstracts).

Date of next meeting	Advisee Signature	Date	Advisor Signature	Date
	Advisee keeps original document and delivers a copy to the advisor.			

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