WOMEN IN STEM MENTORSHIP PROGRAM
Mentee Workbook
WOMEN IN STEM MENTORSHIP PROGRAM

PROGRAM OVERVIEW

The Women in STEM Mentorship Program aims to foster the retention and success of female-identifying students in the sciences and engineering as they move through their academic journeys at the University of Arizona and into the workforce. Research shows that women are less likely to indicate that they have sufficient opportunities for support groups and/or support organizations on campus and reported having fewer mentors that advise them on career advancement. The Women in STEM Mentorship Program provides University of Arizona graduate and undergraduate STEM students an opportunity to learn from the valuable experiences and wisdom of STEM professionals within and outside academia. The program takes a holistic approach to the mentorship process valuing not only a student’s STEM experiences, but also their entire background and identity as a whole. This program aims to create diverse, inclusive, and supportive mentoring relationships that foster the retention and success of women in STEM by:

**Connecting** UA women STEM students with faculty, staff and industry professionals to create diverse, inclusive, and supportive mentoring relationships.

**Empowering** women in STEM at the University of Arizona by giving them the tools and guidance needed for success.

**Creating** a community of women in STEM and allies that spans the undergraduate and graduate level, and across the University of Arizona and the greater Arizona community.
PROGRAM STRUCTURE

University of Arizona graduate and undergraduate students are matched with faculty, staff, and industry associates based on their goals, career interests, and background. The mentor/mentee pairs meet once a month at their convenience to have conversations regarding their STEM trajectory and common challenges women in STEM face. Pairs are provided with discussion guides and short activities in order to facilitate conversation and help mentor/mentee pairs build a positive and productive relationship. Discussion guides cover a wide range of topics including research, coursework, life post-graduation, how to navigate their respective fields, as well as identifying and pursuing opportunities for career development. Mentorship Program staff conduct periodic check-ins with program participants (both mentors and mentees) throughout the academic year and provide support as needed to help mentor/mentee relationships thrive.

SUPPORT

WISE staff are here to answer questions and help you navigate any challenges that arise. Please feel free to contact us at any point with questions, concerns, or comments. We will also ask you to complete monthly check-in surveys to share information on your experience and help us identify and address challenges as they arise.

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SESSION 1: EXPECTATIONS & GOALS

SESSION OVERVIEW

Learning to effectively identify goals and develop plans to achieve them is a critical academic and professional skill. In this session, you’ll work with your mentor to identify academic/professional goals for this academic year and identify what you need to achieve your goal(s) and how your mentor can support you. This session you will:

- Work with your mentor to identify goals you want to achieve over the course of the academic year.
- Record these goals; progress on goals can then be discussed at subsequent mentor/mentee meetings.

BEFORE THE SESSION

Think about the following questions:

- What do you want to learn about your mentor?
- What do you hope to get from you mentoring relationship?
- What are some goals you have for the academic year? (career, academic, personal, etc.?)
- What is something you hope to learn from your mentor?
DURING THE SESSION

Possible questions to ask your mentor:

1. What are your interests, both related and unrelated to your profession?
2. Why did you choose your current field?
3. Did you always want to do, what you’re doing now?
4. Where do you see yourself 5/10 years from now?
5. What have you gained from past mentor experiences?

SESSION RESOURCES

Review of SMART goals from Mentorship Training

<table>
<thead>
<tr>
<th>Aspect of SMART Goal</th>
<th>Description</th>
<th>Possible questions to ask</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific</td>
<td>The goal is clearly identified.</td>
<td>What specifically do you want to accomplish?</td>
</tr>
<tr>
<td>Measurable</td>
<td>The goal is quantifiable by a task or performance.</td>
<td>How will you know when you’ve reached your goal?</td>
</tr>
<tr>
<td>Achievable</td>
<td>The goal is challenging, but there are adequate resources* to achieve it.</td>
<td>Is the goal high enough? Do you have what you need to achieve this goal? How can I help you achieve this goal?</td>
</tr>
<tr>
<td>Relevant</td>
<td>The goal is worthwhile.</td>
<td>Why does this goal mean a lot to you to accomplish?</td>
</tr>
<tr>
<td>Time-bound</td>
<td>The goal has an end date.</td>
<td>When will your goal be accomplished?</td>
</tr>
</tbody>
</table>
### END OF MEETING CHECK-LIST

- Organized list of goals that can be revisited
- Date of next meeting
SESSION 2: PROFESSIONALISM

SESSION OVERVIEW

Standards of professionalism vary in different STEM fields and will change place to place. Regardless of the site, being able to communicate professionally, even during times of conflict can be strategic to future goals. For students, university time provides many more opportunities to develop their professionalism. This may happen in the classroom, lab and now in your mentor relationship. Take some time to discuss topics in professionalism such as communication norms, advocating for yourself, setting boundaries, and following up with team members.

BEFORE THE SESSION

Think about the following questions:

• Where are you learning your understanding of professionalism?
• What is the appropriate amount of time to follow up or respond to professional communication?
• What skills are you struggling with?
• What do you want to learn more about?
**DURING THE SESSION**

Goal Check!
- Do you have any new questions on your goals?
- Have your goals stayed the same?
- Do any of your goals involve networking as a step?

Possible questions to ask your mentor:
1. What are practices you keep in mind? What are situations you see yourself needing professionalism skills?
2. Standards of professionalism vary from workspace to workplace. How have you navigated professionalism is the past? How do you know what is appropriate
3. If you never have had to interact in professional setting what questions do you have?
4. Where did you learn these best practices?
5. What are you struggling to grasp within professionalism skills? What do you feel nervous about?
6. Discuss your own preferences for professional environments.
7. How do you navigate who to advocate to when you have a problem in a work or professional space.

**END OF MEETING CHECK-LIST**

- Date of next meeting
- Progress report completion:
SESSION 3: NETWORKING

SESSION OVERVIEW

Networking is great way to learn of new opportunities and meet other professionals. This session prompts your mentee to assess their comfortability with networking and observe networks they already have. Consider topics in this session to prepare for our In person Mentorship Event.

BEFORE THE SESSION

Think about the following questions:

- What does networking mean to you?
- Do you have any existing networks?
- How do you think networking can benefit you?
- If you do have networks, what did you do to create them?
- Where do you want to create more connections?
- How do you feel about networking?
- What are other resources you are in connection with that could support you (academic, professional, personal, etc.)
- Do you have any concerns with the upcoming Networking Event?
DURING THE SESSION

Goal Check!
- Do you have any new questions on your goals?
- Have your goals stayed the same?
- Do any of your goals involve networking as a step?

Possible questions to ask your mentor:
1. What does networking mean to you (the mentor)?
2. How did you learn how to network? How do you navigate a networking event or environment?
3. How has your network benefited you (the mentor)?
4. Are there certain connections/networks that had a greater benefit than others? How/why?
5. What other resources (academic, professional, or personal) that were helpful to you while networking?
6. Are you involved in any professional organizations or conferences? Why or why not? What has been your experience in these environments?
7. How do you follow up professionally following a networking event?

END OF MEETING CHECK-LIST

- Date of next meeting
- Progress report completion:
SESSION 4: WORK LIFE BALANCE

SESSION OVERVIEW

Balancing responsibilities from different areas life can be difficult, especially within the STEM field. This session challenges you to observe your ability to take a break while also managing professional and academic obligations.

BEFORE THE SESSION

Think about the following questions:

- How was your winter break? Where/how you able to recharge/reground?
- What’s your favorite way to spend free time?
- What does work/life balance mean to you?
- Do you feel like you have a work/school and life balance?
- What hobbies do you have?
- What tensions come up for you when thinking about work/ life balance?
DURING THE SESSION

Goal Check!
- Are you on track to achieve your goal?
- If not, what needs to be done in order to be on track or rerouted?

Possible questions to ask to ask your mentor:
1. Do you feel like you have a good work/life balance?
2. Do you think work/life balance is important? Why or why not?
3. What types of activities do you like to do relax?
4. What current strategies do you have to maintain a work/life balance?
5. What has been helpful in making boundaries between work and personal time?

END OF MEETING CHECK-LIST

- Date of next meeting
- Mentorship Progress Report
SESSION 5: FINAL GOAL EVALUATION AND TOOLS TO GO FORWARD

SESSION OVERVIEW

This is the last meet up with your mentor! We hope it has been a beneficial year for both of you. Now that the program has ended think about how you would like to continue communication with your mentor.

BEFORE THE SESSION

Think about the following questions:
- What have you gained from your mentor?
- Do you have any last questions for your mentor?
- How would you like to maintain contact with your mentor?

DURING THE SESSION

Goal Check!
Congratulations! You and your mentor have made it to your last meeting! Now it is time to reflect on and celebrate the progress you have made towards achieving your goals!

Spend some time reflecting with your mentor about growth, and highlights from the past year!

END OF MEETING CHECK-LIST

- Progress report completion:
This program is made possible by the generous support of Raytheon Technologies.