

## Implementation of the GSBS Student-Student Mentoring Program

1. **Mentors will be assigned by regional representatives.** Because rotating students will be moving between different locations, a mentor will be assigned to each student depending on which region they are in, preferably at the institution in which they are working, if possible (most relevant to Southern Maine). This will help ensure that the mentor will be near by and can help deal with region-specific, if not site-specific, issues. Each regional rep will ask for senior graduate student volunteers and will assign each student to a mentor, preferably in the same track within GSBS, if possible. If/when the student moves on to another site/region, [s]he will be assigned a new mentor by the regional rep at the new location (again, in the same track, if possible). An added benefit to the idea of rotating mentors is that no single senior graduate student is committed for a significant length of time.
2. At the end of each semester, one of the regional representatives will email the current mentees and ask them to reply with their current location and the location of their next rotation. These will be primarily first year students, although some second year students may also be included (if a student is doing a fourth rotation, it may be advisable to continue mentorship). The GSBS office and the two other regional reps will be CC'ed on this email. At this point the regional reps (and the GSBS office) will know a) which students are leaving their region, b) which students are coming to their region, and c) which students are extending their stay at their current region. **It will be mandatory for all first year rotating students to have a student mentor.** If a student has completed all of his/her rotations and has chosen a "home" lab, he/she will have the option of being assigned a mentor for one additional semester. Students who transfer into GSBS from another program will have the option of having a student mentor during their first year, but it will not be required.
3. The mentor's primary responsibility will be to act as a big brother/sister to the student. The mentor will meet with the student one or two times per month (or more, depending on the situation). Meetings should be casual (e.g., meeting for lunch or a cup of coffee), and should be used as a means of "checking in" with the student to see how his/her rotation is going and if [s]he has any problems or concerns. **It will be the responsibility of the mentor to initiate contact with the student and set up the meetings.** Meetings will be one-on-one, unless student/mentor pairs feel it would be beneficial to meet as larger groups. The hope is that this mentor program will help solve issues before they become major problems. Regional reps will check in with the mentors in their region periodically to ensure that things are going smoothly and that their responsibilities are not forgotten.